



Notice/Agenda of October 2021 Regular Meeting

The Board of Trustees
College of the Mainland
Administration Boardroom Rm 129
Monday, October 25, 2021
1200 Amburn Road
Texas City, TX 77591

October 2021 Regular Meeting of the Board of Trustees of College of the Mainland will be held Monday, October 25, 2021, beginning at 1:30 PM in the Administration Boardroom (Room 129 - New Administration Building), 1200 Amburn Road, Texas City, Texas 77591.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. The items listed in this notice may be considered in any order at the discretion of the Chair or Board and items listed for closed session discussion may be discussed and/or approved in open session and vice versa as permitted by law.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. **Call to Order**
2. **Pledge of Allegiance (American Flag), Texas Pledge & a Moment of Silence**
3. **Roll Call & Determination of Quorum**
4. **Minutes**
 - A. Consideration of and Possible Action to Approve the Full Board Minutes of Monday, September 27, 2021
5. **Comments from the Community**
 - A. Employees
 - B. Other Citizens
6. **Constituent Leader Activity Reports**
 - A. Student Government Association (SGA)
7. **Consideration of and Possible Acceptance of the Internal Audit Report on Student Services, as Presented on October 25, 2021**
8. **Consideration of and Possible Acceptance of the Annual Internal Audit Report, as presented on October 25, 2021**
9. **Human Resources Items**
 - A. Consideration of and Possible Acceptance of the Non-Contractual Positions Hiring Report
10. **Consideration of and Possible Action on the Proposed Revisions to COM Local Policies: BBF(LOCAL) Board Members Ethics; DMAA(LOCAL) Term Contracts Termination Mid-Contract; and the Addition of DLB(LOCAL) Employee Performance Suspension**
11. **Consideration of and Possible Acceptance of Proposed Revision to the Board of Trustees Bylaws**

12. **Consideration of and Possible Approval of the Procurement Method of Utilizing a Competitive Sealed Proposal Process for the Abatement and Demolition of the Math Science Building**
13. **Consideration of and Possible Action to Approve an Increase to Contract 18-18 to Provide Funding to Support Virtual Learning Environment Storage Cost Associated with the Blackboard Platform for 2021-2022 for an Additional \$8,000 and a Revised Contract Amount Not-to-Exceed \$322,000**
14. **Consideration of and Possible Approval of Contract 22-07 for the Purchase of Server Hardware, Installation, and Migration Services for the Industrial Careers Building (ICB)**
15. **Consideration of and Possible Action to Approve the Purchase of the Cisco Network Switching Hardware, Software and Installation Services for an Amount Not-to-Exceed \$245,000**
16. **Consideration of and Possible Action to Approve Award of Contract 22-06 for the Purchase of Network and Security Infrastructure Supporting the Mainland City Centre in an Amount Not-to-Exceed \$140,000**
17. **Financial Report(s)**
 - A. Consideration of and Possible Acceptance of the September 2021 Investment and Financial Reports
18. **Board Report**
19. **President's Report**
 - A. Updates
 1. Austin Commercial - Our STEAM Building is a finalist for a 21st Annual Excellence in Construction Award
 2. COM Police Department Building will be ready for move in the 2nd week of November
 - B. Reminders/Announcements
 1. Naming Ceremony for the Administration Building to take place at the conclusion of this meeting
 2. COM Holiday Reception - Wednesday, December 1st, 3:30 p.m., COM Conference Center
 3. Board Meetings
 - November - no meeting planned at this time
 - December - Tuesday, December 7th, 1:30 p.m.
 4. Fall Graduation
 - Saturday, December 11th, Virtual Event
 - C. Resignations and Retirement Report
 - D. Miscellaneous
20. **Adjournment to closed or executive session pursuant to Texas Government Code of the Open Meetings Act**
21. **Adjourn**

**If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board reserves the right to conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E, including but not limited to the following provisions; 1)Section 551.071-consultation with attorney, 2)Section 551.072-deliberation regarding real property, 3) Section 551.073-deliberation regarding prospective gifts, 4)Section 551.074-deliberation regarding personnel matters, and/or complaints against school personnel, 5)Section 551.082-deliberation regarding student disciplinary matters and/or complaints against personnel. 6)Section 551.087-deliberation regarding economic development negotiations, and/or 7)Section 551.089 – deliberation regarding security devices or security audits. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections*

of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on, Wednesday, October 20, 2021, 3:00 P.M.



Rosie E. Rojas

Board Clerk

Administration

President Warren Nichols Ed.D.

Vice President Jerry Fliger, Ph.D.

Vice President Clen Burton, Ph.D.

Vice President Helen Brewer, Ph.D.



PRESIDENT'S OFFICE

Call to Order

Call to Order on (insert date)
at (insert time)



PRESIDENT'S OFFICE

Pledge of Allegiance to the American Flag
Texas Pledge
Moment of Silence

The Texas State Flag Pledge
"Honor the Texas flag; I pledge
allegiance to thee, Texas, one state under
God, one and indivisible."



College of the Mainland
Board of Trustees
2021-2023

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wmcgarvey@gmail.com

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Mr. Don Gartman,
Trustee
2538 Quaker Dr.
Texas City, 77590
409-739-2618
dgartman@com.edu



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 25, 2021
Subject: Full Board Minutes

Presented for recommended acceptance to Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: "I move the Board of Trustees approve the Full Board Minutes of September 27, 2021."

PURPOSE

To ensure accuracy of the monthly minutes.

BACKGROUND

Minutes are brought forward every month for approval.

IMPLICATIONS

Financial: N/A

Strategic Goal #1: Strategic Goal #5: College of the Mainland will provide services/processes that enhance the integrity/safety/quality of the institution (including physical facilities) and that enhance the quality of the faculty and staff.

Human Resources: N/A

Attachments

1. Minutes of 9/27/21

**College of the Mainland Board of Trustees
Minutes of Monday, September 27, 2021
1:30 p.m., COM Administration Boardroom**

Call to Order

Bill McGarvey called the meeting to order at 1:30 p.m.

Pledge of Allegiance (American Flag), Texas Pledge & a Moment of Silence

Roll Call & Determination of Quorum

Roll call indicated that all Trustees were present, except Kyle Dickson and Alan Waters.

Minutes

Consideration of and Possible Action to Approve the Full Board Minutes of Monday, August 23, 2021

Melissa Skipworth moved for approval of the Full Board Minutes of Monday, August 23, 2021. Verna Henson seconded the motion; all voted in approval.

Comments from the Community

There were no comments this month.

Constituent Leader Activity Reports

Professional Council – Beth Richards updated the Board on Professional Council activities.

Human Resources Items

Appointment Nominations

Consideration of and Possible Action on the Appointment Nomination of Myles Coulter to the Position of Director of Facility Services, Fiscal Affairs Division

Don Gartman moved the Board of Trustees approve the appointment of Myles Coulter to the position of Director of Facility Services, Fiscal Affairs Division. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action on the Appointment Nomination of Kermit Harris to the Position of Program Manager, Industrial Workforce Program, CE Workforce Programs Department

Don Gartman moved the Board of Trustees approve the appointment of Kermit Harris to the position of Program Manager, Industrial Workforce Program, CE Workforce Programs Department. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Acceptance of the Non-Contractual Positions Hiring Report

Melissa Skipworth moved the Board of Trustees accept the Non-Contractual Positions Hiring Report as written. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the 50 Plus Tiered Tuition Structure of \$15 Per Weekly Class Contact Hour

Verna Henson moved the Board of Trustees approve the 50 Plus tiered tuition structure of \$15 per weekly class contact hour. Dawn King seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Request to Remove the Current Out-of-District Fee of \$5 for All Continuing Education and Lifelong Learning Classes Beginning in Spring 2022

Verna Henson moved the Board of Trustees approve the request to remove the current out-of-district fee of \$5.00 for all Continuing Education and Lifelong Learning classes beginning in Spring 2022. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve Award of Design-Build Contract 21-16 to Austin Commercial supporting the Glycol Separation Unit Project in the Amount Not-to-Exceed \$270,000 for Design and Pre-Construction Phase Services

Don Gartman moved the Board of Trustees approve award of Design-Build contract 21-16 to Austin Commercial supporting the Glycol Separation Unit project in the amount not-to-exceed \$270,000 for design and pre-construction phase services. Dawn King seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve the Replacement of the College of the Mainland Math/Science Renovation Project with Option 1B to Design and Build the Shell Space in the STEAM and Industrial Careers Buildings

Don Gartman moved the Board of Trustees approve the replacement of the College of the Mainland Math/Science renovation project with Option 1B to design and build the shell space in the STEAM and Industrial Careers buildings. Melissa Skipworth seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve Award of Contract 22-02 to PBK, Inc. for Architect and Engineering Services Supporting the Construction of STEAM and Industrial Careers Building Shell Spaces for a Not-to-Exceed Amount of \$262,500

Don Gartman moved the Board of Trustees approve award of contract 22-02 to PBK, Inc. for Architect and Engineering Services supporting the construction of STEAM and Industrial Careers building shell spaces for a not-to-exceed amount of \$262,500. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Approve Award of Contract 21-14 for a Construction Manager at Risk (CMAR) to Turner Construction for a Fee Not-to-Exceed 2.97% of the Actual Direct Construction Costs, General Conditions Cost Not-to-Exceed 7.71% of the Approved Guaranteed Maximum Price (GMP) and Fee for Pre-Construction Services Not-to-Exceed \$27,577

Don Gartman moved the Board of Trustees approve award of contract 21-14 for a Construction Manager at Risk (CMAR) to Turner Construction for a fee not-to-exceed 2.97% of the actual direct construction costs, general conditions cost not-to-exceed 7.71% of the approved Guaranteed Maximum Price (GMP) and fee for pre-construction services not-to-exceed \$27,577.00. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Action to Adopt a Resolution Authorizing the College to Apply Available Funds in a Principal Amount Not-to-Exceed \$1,000,000 to Defeasance and Redeem Eligible Bonds in Order to Save Taxpayer Money by Reducing the Payment of Interest

Verna Henson moved the Board of Trustees adopt the resolution calling for the defeasance and redemption of certain outstanding College of the Mainland Limited Tax General Obligation Bonds; directing the redemption of such bonds; and containing other matters related thereto. Melissa Skipworth seconded the motion; all voted in approval.

**Consideration of and Possible Action to Adopt a Maintenance on Operations Tax Rate of .16530/100 and an Interest and Sinking Rate of .1024/100 for a Total Rate of .26770/100 for the 2022 Tax Year
A Roll Call Vote is Required**

Don Gartman moved the Board of Trustees adopt a maintenance on operations tax rate of .16530/100 and an interest and sinking rate of .1024/100 for a total rate of .26770/100 for the 2022 tax year. Dawn King seconded the motion; a roll call vote indicated a unanimous vote (absent: Kyle Dickson and Alan Waters).

Consideration of and Possible Action to Accept the College's Investment Policy CAK(LEGAL) and CAK (LOCAL), Investment Strategy and Glen Burton, Vice President for Fiscal Affairs, and Trudy Trochesset, Controller, as the College's Investment Officers

Melissa Skipworth moved the Board of Trustees accept the College's Investment Policy CAK (Legal) and CAK (Local),

Investment Strategy and Clen Burton, Vice President for Fiscal Affairs, and Trudy Trochesset, Controller, as the College's Investment Officers. Verna Henson seconded the motion; all voted in approval.

Financial Report(s)

Consideration of and Possible Acceptance of the August 2021 Investment and Financial Reports

Melissa Skipworth moved the Board of Trustees accept the August 2021 Investment and Financial Reports. Verna Henson seconded the motion; all voted in approval.

Consideration of and Possible Acceptance of the May 2021 and August 2021 Quarterly Investment Report(s)

Verna Henson moved the Board of Trustees accept the May 2021 and August 2021 Quarterly Investment Reports. Melissa Skipworth seconded the motion; all voted in approval.

Board Report

Melissa Skipworth mentioned Hispanic Heritage Month and the virtual activities.

President's Report

Updates

Reminders/Announcements

Fall Graduation, Saturday, **this event will now be held virtually.**

Board Meetings

November – no meeting planned at this time.

December – Tuesday, December 7th, 1:30 p.m.

Resignations and Retirements Report– report attached in BOT packet.

Adjournment at 2:15 p.m.



Melissa Skipworth, Secretary
Board of Trustees



Dr. Bill McGarvey, Chair
Board of Trustees

Comments from the Community

A citizen desiring to appear before the Board of Trustees shall complete a Public Comment Request Form indicating the topic about which they wish to speak which shall be filed with the Board Clerk ten (10) minutes prior to the start of the meeting. Time allotted each citizen or organization shall be limited to five minutes. The total time for hearing of citizens shall be no more than 60 minutes at any one meeting. Presentation of matters concerning a complaint or charge against a College District employee or officer will be heard in closed session unless the individual who is the subject of the change or complaint requests a public hearing.

We appreciate your concerns. If the matter(s) you raise are not included on the board agenda, state law, specifically the Texas Open Meetings Act, prohibits the Board from discussing, commenting on or taking action on these issues at this board meeting. Thank you.



PRESIDENT'S OFFICE

Constituents Leader Activity Reports

A. Student Government Association



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 25, 2021
Subject: Internal Audit Report – Student Services

Presented for recommended acceptance to Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees Accept the Internal Audit Report on Student Services, as presented on October 25, 2021.”

PURPOSE

To provide the Board of Trustees with information regarding the Student Services Internal Audit that was performed, including the procedures performed, results, recommendations for improvement, and management responses.

BACKGROUND

Internal Audit Reports are presented to the Board as they become available for discussion and acceptance.

IMPLICATIONS

Financial: N/A

Strategic Goal #1: N/A

Student Services: N/A

Attachments

1. IA #02-21 Internal Audit Report over Student Services

College of the Mainland

IA # 02-21 Internal Audit Report Over Student Services

Report Date: August 25, 2021

Issued: October 15, 2021

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Dr. Warren Nichols
College of the Mainland
1200 Amburn Road
Texas City, TX 77591

This report presents the results of the internal audit procedures performed for College of the Mainland during the period March 22, 2021 through July 27, 2021 relating to the Student Services processes of the College.

The objectives of the audit was to ensure the Student Services processes and functions are effective in meeting student needs, provide students with a fulfilling College experience, and provide requested guidance and assistance timely. We evaluated the Student Services processes and procedures across the College to ensure effective execution of its performance to meet students' needs and expectations.

To accomplish these objectives, we conducted interviews and walkthroughs with key personnel with roles in the Student Services functions to gain an understanding of the current processes in place, examined existing documentation, and established a baseline for student expectations. We evaluated the existing policies, procedures, and processes in their current state to ensure consistent application to students' requests and needs. Lastly, we developed student profiles that reflect the College's student body and completed simulations of Student Services through each of the created profiles to ensure the results met the established baseline expectations. Our coverage period included current practices as of March 2021 through July 2021. Procedures were performed both virtually and in-person to reflect the current state of the College and were completed on August 25, 2021.

The following report summarizes the procedures performed, findings identified, risks to the College, recommendations for improvement and management's responses.

Weaver and Tidwell, L.L.P.

WEAVER AND TIDWELL, L.L.P.

Houston, Texas
August 25, 2021

Weaver and Tidwell, L.L.P.
24 Greenway Plaza, Suite 1800 / Houston, Texas 77046
Main: 713.850.8787

CPAs AND ADVISORS | WEAVER.COM

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
Report Date: August 25 2021
Issued: October 15, 2021

Background

College of the Mainland (the College) was established in 1966 with the mission to be a learning centered comprehensive community college dedicated to student success and the intellectual and economic enrichment of the diverse communities it serves. Each year, College of the Mainland (the College) educates more than 4,000 credit and 10,000 continuing education students through 30 Associate programs and 40 certificate programs. The College has over 2,000 students who enroll each semester, giving them access to higher education for the Texas City and Galveston County.

The College's Student Services Department (the Department) is responsible for managing key student focused activities including: academic advising, student counseling, tutoring, career placement services, and enrollment management. The Department is also responsible for receiving, investigating, and processing student complaints/grievances as well as managing student engagement including new student orientation. Additionally, the Department is in charge of providing accommodations for students with disabilities and ensuring that required training is provided and completed by each student in a timely manner. The Department's functions are overseen by the Vice-President of Students Services who coordinates with the Dean of Students to ensure that students have access to a successful educational experience at the College.

Audit Approach

The audit focused on the student's experience with the College's Student Services practices and programs through the performance of student simulations by Internal Audit staff. Our procedures included developing seven student profiles that encompasses the Colleges student body, which included:

- **Student A** – Full Time Traditional Student with Financial Aid that does not meet Texas College and Career Readiness Standards
- **Student B** – Part-Time Non-Traditional Student taking Virtual Business Classes
- **Student C** – Part-Time Out of State Student who is a College Transfer obtaining a Certificate in Business Management
- **Student D** – Full Time Traditional Student enrolled in the Cosmetology Program from a Spanish Speaking Household
- **Student E** – Full Time College Transfer with a Learning Disability
- **Student F** – Full Time Non-Traditional Student and Veteran using their GI Bill to attend the Nursing Program
- **Student G*** – High School Student whose Parents are Inquiring about the Dual Credit Program
**Limited Simulation – Parent Inquiry Only*

Our procedures included conducting interviews with key personnel within Student Services functions and developing a checklist of the expected processes, procedures, and interactions that students will follow as part of the student services programs offered. The checklist provided instruction on the process to follow along with anticipated next steps and outcomes to evaluate whether the identified procedures are consistent and meet the student's requests and needs. We completed simulations of the various Student Services programs through the established student profiles to identify opportunities for improvement in the processes to eliminate inefficiencies, strengthen the effectiveness of existing controls, processes and practices, and improve the overall student experience at the College.

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
Report Date: August 25 2021
Issued: October 15, 2021

Audit Scope and Objectives

The audit focused on College of the Mainland's (the College) Student Services processes in place for the effectiveness of their execution and the student experience received from those processes. The scope included an evaluation of the processes currently in practice covering the key student focused activities, including:

- Academic Advising
- Tutoring
- Student Counselling
- Career Placement Services
- Students with Disabilities
- Student Disciplinary Action
- Student Help Center
- Enrollment Management, including Dual Credit and CollegeConnections
- Student Engagement, including New Student Orientation (NSO) and Safe CollegesTraining

The scope of this engagement did not include the following processes/subprocesses:

- Financial Aid
- Admissions and Registrar
- Student Retention
- Student Life

Our procedures were designed to ensure relevant risks were covered and verified the following:

Academic Advising

- Students with fewer than 24 credit hours were advised prior to registration
- Students applying to selective or restricted programs were advised prior to acceptance
- Advisors were appropriately assigned to students
- Advisors' interactions with students were adequately documented
- Advisors were adequately trained

Tutoring

- Tutors received appropriate training, were certified, and meet GPA requirements
- Tutoring needs were periodically assessed to ensure sufficient number of tutors
- Tutoring schedules were created and available to students
- Tutor performance was periodically evaluated and tracked

Student Counseling

- Counselors were qualified and adequately trained
- College has the appropriate number of Counsellors to address student needs
- Counseling services were provided timely to students
- Counselling sessions were adequately documented
- Access to counselling records is adequately restricted
- Students are referred to other health professionals when appropriate

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
Report Date: August 25 2021
Issued: October 15, 2021

Career Placement Services

- Career placement services provided were approved and performed according to policy and procedure
- Students received appropriate and timely assistance with career searches and application
- Career placement services were effectively communicated and available to students
- Career placement statistics were managed and monitored

Students with Disabilities

- Disability services for students were provided and adequately communicated
- Requests for accommodations included the required supporting documentation and were processed in a timely manner
- Requests for accommodations were approved in accordance with College Policy and ADA requirements
- Access to sensitive student information was adequately restricted

Student Disciplinary Action

- Student complaints received were processed timely and in accordance with College policies and procedures
- Discrimination, harassment and retaliation complaints were documented, referred to the appropriate individual, and processed in accordance with College policies and procedures
- Misconduct was accurately identified, evaluated to ensure it meets the College criteria, and appropriately addressed in accordance with College policies and procedures

Student Help Center

- Help Center was staffed according to peak student demand timeframes
- Help Center staff were properly trained to provide assistance and answer student questions
- Help Center phone line was actively managed with appropriate staff
- Assistance provided was logged by topic and monitored to identify trends in student questions

Enrollment Management

- Dual credit programs were provided to appropriate partner schools
- Dual credit students were appropriately enrolled and classified
- College Connection Advisors were properly trained on policies, procedures, and standard forms
- College Connection Advisors were appropriately staffed and deployed

Student Engagement

- A comprehensive and robust Student Engagement strategy was in place and was reviewed on a regular basis
- Adequate resources were allocated to student engagement activities, including the Students Government Association, clubs, and organizations
- Student engagement activities were monitored and evaluated on a regular basis
- Training and support were provided to staff and students when necessary
- Student Orientation attendance was monitored and managed
- Required student training was completed timely within Safe Colleges

Our procedures included developing a checklist for established College expectations of student services processes and performing simulations of the Student Services provided to obtain a better understanding of the student experience along with the effectiveness of the execution of the College's processes and procedures. We evaluated the current student services and procedures performed at the College. Our coverage period was from March 22, 2021 through July 27, 2021.

College of the Mainland
 IA # 02-21 Internal Audit Report Over Student Services
 Report Date: August 25 2021
 Issued: October 15, 2021

The objectives of the Internal Audit of Student Services were to:

- Ensure the student services processes and functions are effective in meeting student needs, provide students with a fulfilling College experience, and provide requested guidance and assistance timely.
- Evaluate the Student Services processes and procedures across the College to ensure the effective execution of its performance to meet student needs and expectations.

Executive Summary

Through our interviews, evaluation of expected student services processes, and performance of student simulations, we identified 3 findings. The listing of findings include those items that have been identified and are considered to be non-conformance issues with documented College of the Mainland policies, procedures, and expectations or where there is a lack of procedures or practices in place to meet student or management expectations at the College. These issues could have a significant impact on the student experience, including recruiting and retaining of student.

A summary of our results, by audit objective, is provided in the table below. See the Appendix for an overview of the *Assessment* and *Risk Ratings*.

OVERALL ASSESSMENT		STRONG
Scope Area	Result	Rating
<p>Objective A: Ensure the student services processes and functions are effective in meeting student needs, provide students with a fulfilling College experience, and provide requested guidance and assistance timely.</p>	<p>We identified that student expectations were generally met and aligned with the established College processes and functions. However, we identified opportunities to strengthen the experience, including:</p> <ul style="list-style-type: none"> • Update the check-in process to utilize the Students ID to sign-in to the Advisor appointment • Update Navigate to include IT support for students to contact when dealing with technical difficulties • Train advisors to provide guidance on “best-fit” for careers and career alignment with COM degrees and certificate programs • Implement a process to provide detailed communications to students on assigned trainings, including which are required or optional along with the timeframe for completion 	<p>STRONG</p>
<p>Objective B: Evaluate the Student Services processes and procedures across the College to ensure the effective execution of its performance to meet student needs and expectations.</p>	<p>We identified that Student Services processes and procedures are established through each offered program and service to ensure consistent execution to College students. However, we identified opportunities to strengthen the processes, including:</p> <ul style="list-style-type: none"> • Create and implement a standardized Advisor checklist for tracking and documenting advising interactions with students • Search and hire a Career Director to assist in career services for students 	<p>STRONG</p>

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Other opportunities for improvement were identified though the procedures performed and results of the student simulation exercise. These observations include those items that are not considered to be non-conformance issues with expected College policies and procedures. These are considered process improvement observations and the intent for the recommendations are to strengthen current College processes and the student experience. These observations were provided to management separately.

Conclusion

Based on our evaluation, the Student Services programs, functions, and processes at the College have established procedures and expectations that are designed to meet student demands and enhance the student experience. However, we identified opportunities to strengthen processes and effectiveness of procedures within the Academic Advising, Career Placement Services, and Student Engagement processes.

Most significantly, we recommend that COM Management enhance the academic advising experience by including clear instructions on IT support to contact when dealing with technical difficulties, utilizing the student's ID for checking in students at their appointment, and creating a standardized Advisor checklist for tracking, documenting, and sharing the results of the advising session with the student.

Additionally, we recommend that the College continue to identify and hire a Career Director to stand-up a Career Placement Office to align COM's degree and certificate programs with available careers. Advisors should also be trained to advising students on those career opportunities and providing recommendations on degrees and courses that align with the proposed career path.

Further, COM Management should ensure that students receive detailed communications of trainings assigned to them following their acceptance to the College along with instruction on how to access SafeColleges. The communications should also identify which trainings are required or optional and the timeframe for completion.

Follow-up procedures should be conducted in Fiscal Year 2022 to validate the effectiveness of the remediation efforts taken to address the findings identified.

**Detailed Procedures Performed, Findings,
Recommendations and Management Responses**

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
Report Date: August 25 2021
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Detailed Procedures Performed, Findings, and Management Response

Our procedures included developing a checklist for established College expectations of student services processes and performing simulations of the Student Services provided to obtain a better understanding of the student experience along with the effectiveness of the execution of the College's processes and procedures. We evaluated the current student services and procedures performed at the College. Our coverage period was from March 22, 2021 through July 27, 2021.

Objective A: Student Simulations

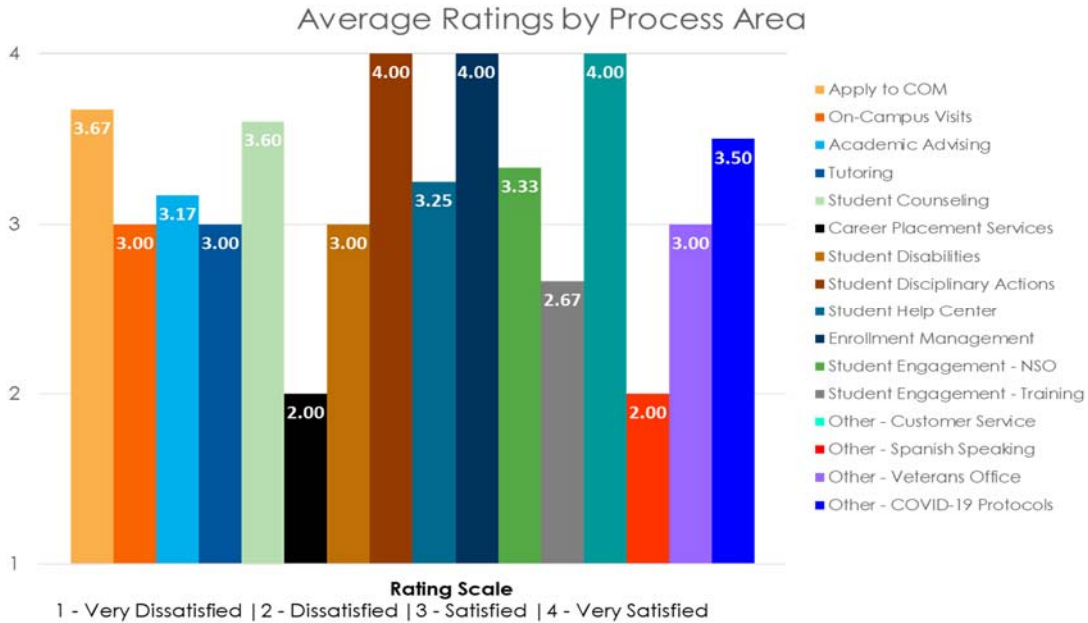
Ensure the student services processes and functions are effective in meeting student needs, provide students with a fulfilling College experience, and provide requested guidance and assistance timely.

Procedures Performed:

1. We developed 8 student profiles in coordination with College Management that encompass the Colleges student body, which included the following reportable elements:
 - o Spanish speaking
 - o Out of district residency status
 - o Financial aid
 - o Veteran
 - o Virtual attendance
 - o Placement testing
 - o Dual credit
 - o Learning disability
 - o Co-requisites required
 - o Non-traditional student
2. Completed and documented the simulations of Student Services programs and processes performed through the defined student profiles for the following:
 - o Academic Advising
 - o Tutoring
 - o Student Counselling
 - o Career Placement Services
 - o Students with Disabilities
 - o Student Disciplinary Action
 - o Student Help Center
 - o Enrollment Management, including Dual Credit and College Connections
 - o Student Engagement, including New Student Orientation (NSO) and Safe Colleges Training
3. We identified quantitative and qualitative data inputs provided by the students to determine whether the programs simulated and processes performed met or exceeded student expectations.

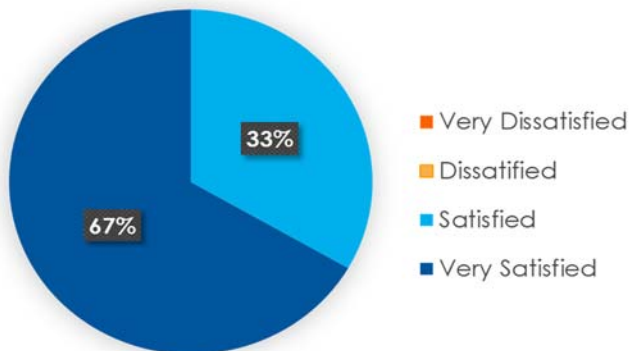
Results: We identified average student ratings for the process areas evaluated to be satisfactory, which generally met or exceeded student expectations. However, we identified three areas for improvement that should be implemented to enhance the student experience and satisfactory rating of the Colleges student services processes.

College of the Mainland
 IA # 02-21 Internal Audit Report Over Student Services
 Report Date: August 25 2021
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The following are the results of each process area evaluated, including a rating overview to provide context on the number of student participation in each simulation, reasoning of the ratings provided, and areas for improvement.

Applying to COM

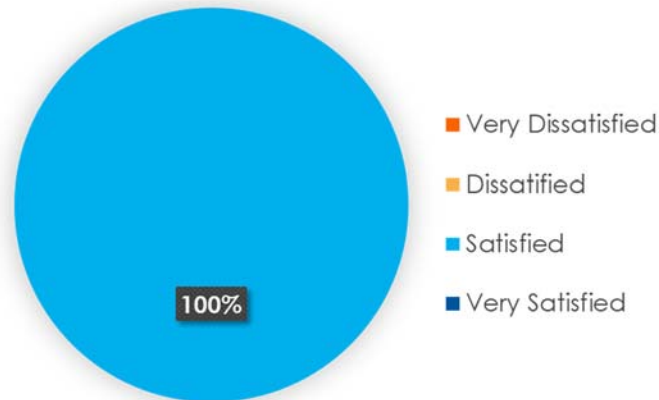


Ratings Overview:

- **Student Participation:** 6 out of 7 Students (*dual credit inquiry and did not apply*)
- **Reasons for not Very Satisfied:**
 - Application process was intuitive and general satisfaction as it relates to established expectations for applying to the College
 - Student was able to complete and submit application without a social security number entered, which was addressed within 48 hours after receiving College communication and assistance to address
- **Areas for Improvement:**
 - No findings identified
 - Observation provided separately to management

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On-Campus Visits

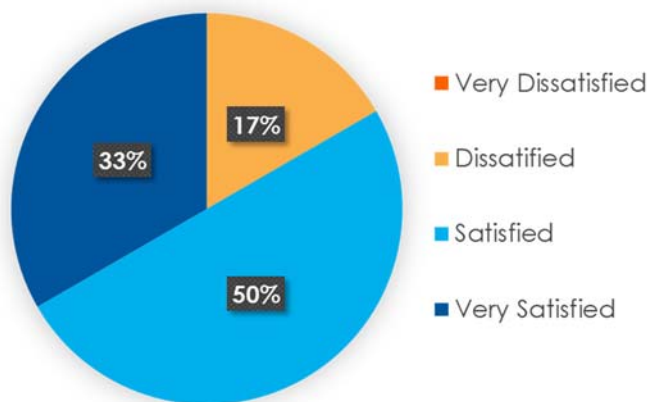


Ratings Overview:

- **Student Participation:** 2 out of 7 Students
- **Reasons for not Very Satisfied:**
 - The lack of building signage for the main entrances to the Administration Building and guidance on where to go to meet with advisors and the Student Help Center caused confusion
 - Simulation students identified other students that were confused on where to go while on-campus
- **Areas for Improvement:**
 - No findings identified
 - Observation provided separately to management

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Academic Advising



Ratings Overview:

- **Student Participation:** 6 out of 7 Students (*dual credit inquiry and did not complete advising*)
- **Reasons for not Very Satisfied:**
 - The advisor did not get to know the goals and aspirations of the student
 - The advisor assigned was not known prior to making an appointment
 - No proactive scheduling or recommending of future sessions
- **Reasons for Dissatisfied:**
 - Manual check-in process that did not use student ID to correctly enter the student in the advising que
 - Navigate would not allow the online scheduling of the appointment
 - Interaction and notes from the session did not appear to be documented in the system
- **Areas for Improvement:**

Finding 01 – MODERATE - Academic Advising:

Students are unable to identify in advance which advisor they are assigned and experienced technical difficulties setting up and scheduling their advising session appointment on Navigate. For instance, upon login to the system it indicated that the advisor's location was not available and students could not select an appointment time. Currently, once a student's record becomes activated in Colleague, their advisor is automatically assigned based on their program of study. However, the student is informed of the advisor assignment after they have selected a date and time to meet. The advisor information is also provided in a confirmation email once the appointment has been scheduled.

Additionally, the check-in process for in-person academic advising sessions appears to be manual, by looking up the students name and email address, and not tied to the student ID. The sessions themselves were driven by the students and not by questions from the advisor to better understand the students needs, wants, and personal situations. The interactions also do not appear to be documented in the system to record next steps. Furthermore, advisors were not consistent in advising students to schedule follow-up appointments to plan for future semesters.

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Recommendation: We recommend COM Management implement the following:

- Update the check-in process so that students get signed in using their student ID rather than their names/email addresses
- Coordinate with IT to ensure that appropriate IT contact information is added to the Navigate website for students when they experience technical difficulties signing up for meeting with their advisor
- Create and implement a standardized Advisor form/checklist for tracking and documenting advising interactions with students. The checklist should be visible to the student and include key information that needs to be discussed during each session per the College's procedures. Additionally, ensure that all advising documentation is maintained within the student's files.

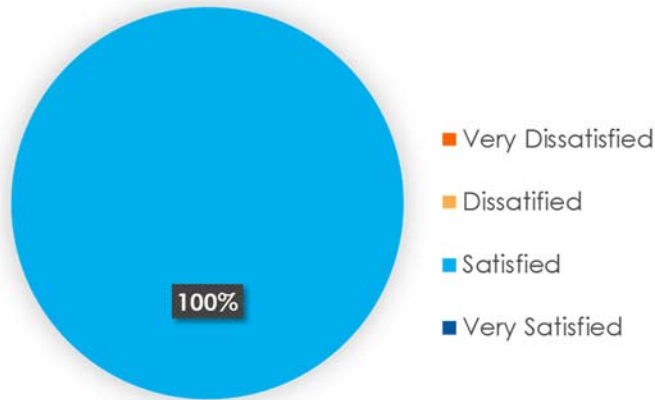
Management Response: Management agrees with the finding. Advising will follow up with the Navigate vendor to explore options for including the name of each student's advisor on the initial booking site. Advising is currently exploring how to automatically incorporate the advisor's name on the Welcome Letter for newly accepted students and will work with IT to program the assignment.

Advising has developed an Appointment Summary Form that will record the student's needs, summary of discussion, action steps, and contact information for their advisor. This information will be added to the student's record for their access at any point they would like to review the notes.

Responsible Party: Director of the Student Success Center
Implementation Date: October 2021

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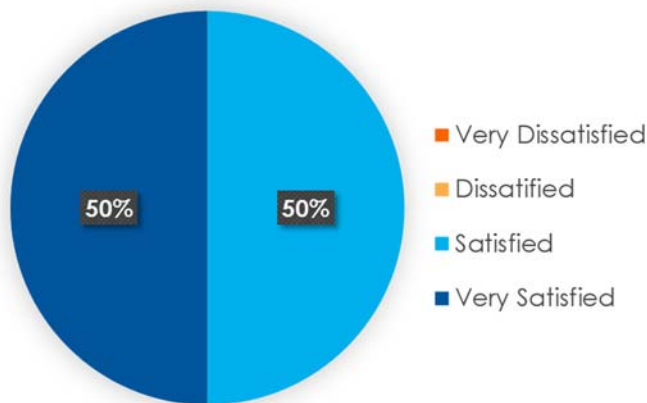
Tutoring



Ratings Overview:

- **Student Participation:** 2 out of 7 Students
- **Reasons for not Very Satisfied:**
 - Dates and times for tutoring availability was not readily known for the summer semester when inquired
 - The advisors did not provide details on the availability and type of tutoring offered
- **Areas for Improvement:**
 - No findings identified

Student Counseling

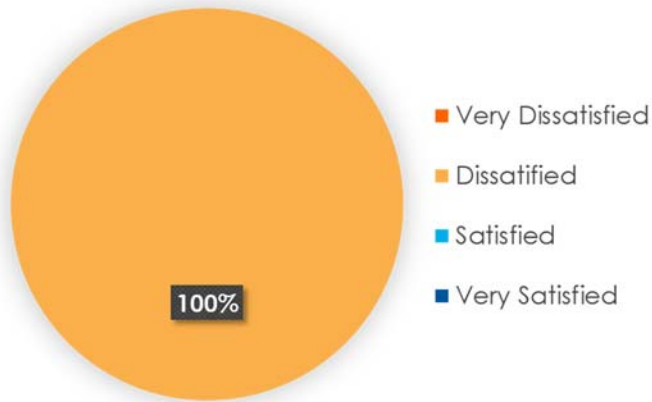


Ratings Overview:

- **Student Participation:** 4 out of 7 Students
- **Reasons for not Very Satisfied:**
 - The session was student driven and not by the counselor to learn more about the concerns and issues impacting the student
 - All of the counseling services available are not identified on the College's website, but were discussed during New Student Orientation
- **Areas for Improvement:**
 - No findings identified
 - Observation provided separately to management

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Career Placement Services



Ratings Overview:

- **Student Participation:** 2 out of 7 Students
- **Reasons for Dissatisfied:**
 - Advisors were unable to provide useful information on career placement services or assistance with aligning degree programs with career options
 - The College does not have an established program to help transition from academia to the workforce
- **Areas for Improvement:**

Finding 02 - MODERATE – Career Placement Services:

COM does not have a formal and established Career Placement Office to help guide students to desired careers in the area. As a result, students were unable to obtain detailed information about COM career placement and matchmaking services and resources available, including Career Cruising. Also, advisors were unable to provide guidance on “best fit” for careers and career alignment with COM degrees or certificate programs based on their career desires.

Recommendation: We recommend COM Management implement the following:

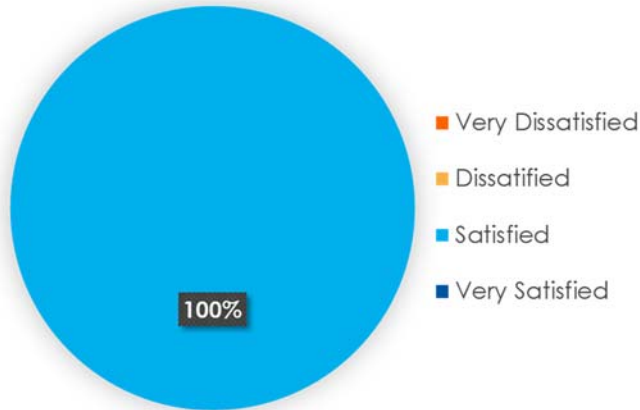
- Continue to identify and hire a Career Director to stand up a Career Placement Office.
- Train advisors to become well versed in career assessment/placement services available to students internal and external to COM to assist students in identifying career opportunities from the degrees and courses offered by the College.

Management Response: Management agrees with the finding. A Director of Career Services was hired in July 2021 and has been at work establishing the Career Center. The Career Center will have an official launch of its Career Services Manager platform, that will host an account for all our students and offer employers access to a job board. The office currently has established technology for students to engage in career exploration and job searches. The Director of Career Services is partnering with the Director of Student Success Center to ensure they are working collaboratively to help students identify career interest at the initial stages of enrollment, and that advisors receive professional development in career exploration advisement.

Responsible Party: Director of Career Services & Director of Student Success Center
Implementation Date: December 2021

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Report Date: August 25 2021
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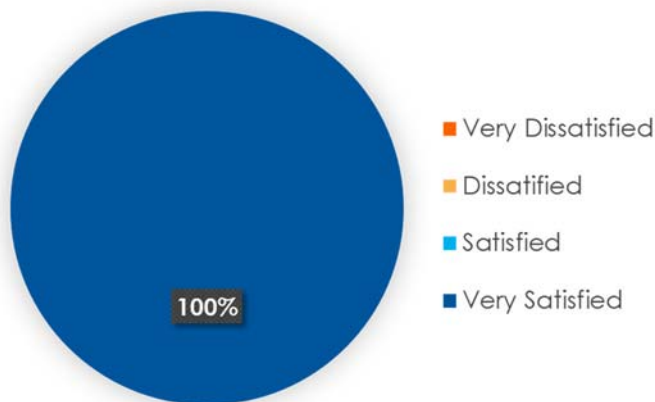
Student Disabilities



Ratings Overview:

- **Student Participation:** 1 out of 7 Students
- **Reasons for not Very Satisfied:**
 - Disability services information, both through the initial student meeting and additional resources provided, were timely, helpful, and answered all the student's questions. The process met expectations but was not overly engaging to ensure future success at the College.
- **Areas for Improvement:**
 - No findings identified

Student Disciplinary Action

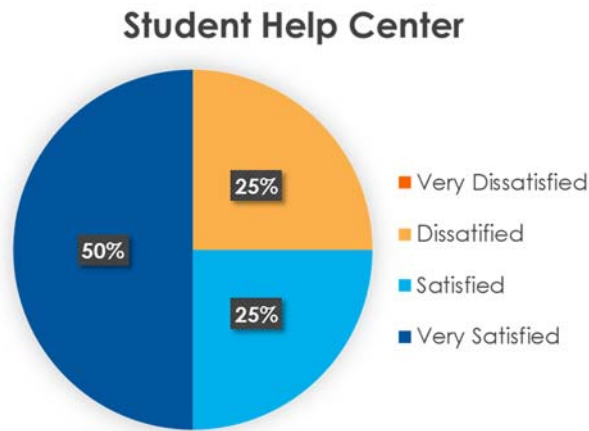


Ratings Overview:

- **Student Participation:** 2 out of 7 Students
- **Reasons for Very Satisfied:**
 - Submitted complaints were addressed timely, professionally, and by staff that showed empathy
 - Staff made assurances that the issues would be resolved and that they appreciated the insight from the student

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- **Areas for Improvement:**
 - No findings identified
 - Observation provided separately to management

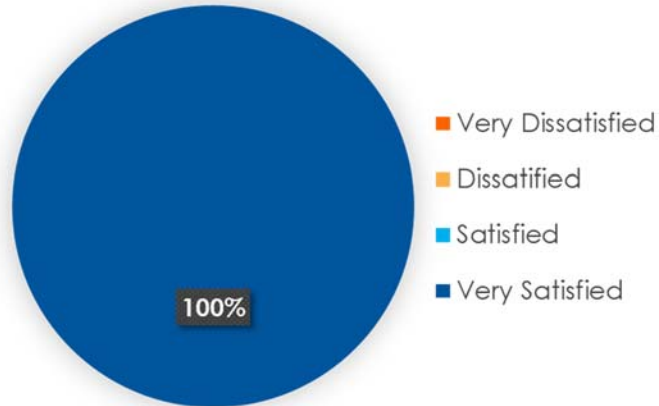


Ratings Overview:

- **Student Participation:** 4 out of 7 Students
- **Reasons for not Very Satisfied:**
 - The lack of signage to locate the Student Help Center was difficult if the Student did not enter through the main entrance
- **Reasons for Dissatisfied:**
 - Virtually, student assistance was more difficult to obtain and the student was confused on all the required tasks. Additionally, they could not locate contact information for someone to answer their immediate questions
- **Areas for Improvement:**
 - No findings identified
 - Observation provided separately to management

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Enrollment Management

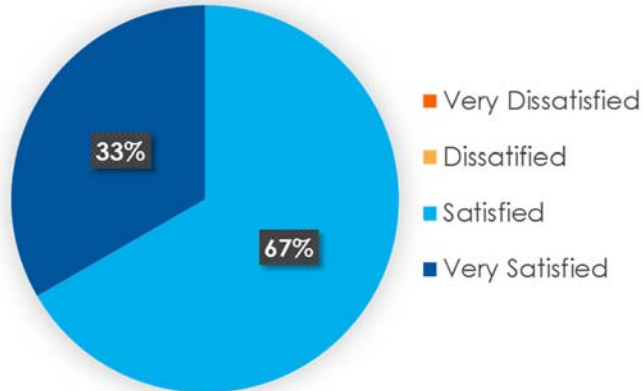


Ratings Overview:

- **Student Participation:** 1 out of 7 Students
- **Reasons for Very Satisfied:**
 - The staff were very helpful and knowledgeable about the dual credit programs and opportunities available to high school students
 - Staff met with the parent timely, even without an appointment, and provided many resources to help the potential student choose programs and classes to take
- **Areas for Improvement:**
 - No findings identified
 - Observation provided separately to management

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**Student Engagement – New
Student Orientation**

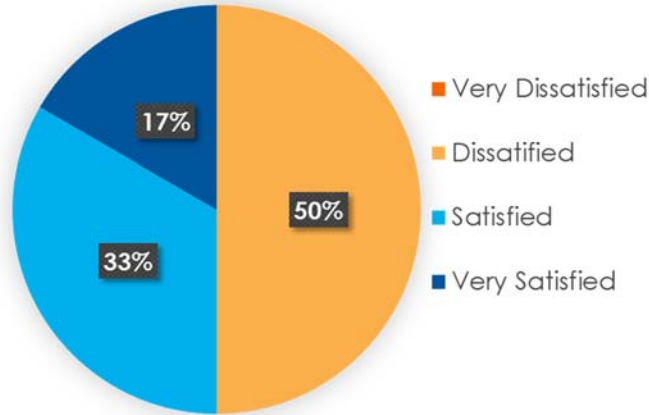


Ratings Overview:

- **Student Participation:** 6 out of 7 Students (*dual credit inquiry and did not attend orientation*)
 - 2 out of 6: In-Person
 - 4 out of 6: Virtual
- **Reasons for not Very Satisfied:**
 - The virtual and in-person experience did not cover all the anticipated or expected topics
 - The virtual experience is not equivalent to in-person and is difficult to maintain attention and focus
 - The guest speakers were liked and provided a better connection than hearing from just one person
 - Due to COVID-19 and the reopening of the campus, communication of the in-person orientation was delayed and not widely known
- **Areas for Improvement:**
 - No findings identified
 - Observations provided separately to management

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**Student Engagement -
Training**



Ratings Overview:

- **Student Participation:** 6 out of 7 Students (*dual credit inquiry and did not complete training*)
- **Reasons for not Very Satisfied:**
 - Difficult to locate the website/application where the student could locate their student information, including degree plan. Was directed to Navigate and Web Advisor, but minimum insight on where to locate the information in those applications
 - Training requirements were not adequately communicated
- **Reasons for Dissatisfied**
 - Details about the required trainings, including applicable modules and when they were to be completed, was not provided.
 - Orientation focused on policies and not on the required trainings
- **Areas for Improvement:**

Finding 03 – MODERATE - Student Engagement – Required Student Training:

Students did not receive information on the required trainings that are assigned and to be completed post-acceptance to the College. Additionally, students were not given instruction on how to access Safe Colleges to complete the required trainings.

Recommendation: We recommend COM Management ensure that students receive detailed communications of trainings assigned to them along with which are required or optional. For required trainings, the College should ensure the tracking process (i.e. email alerts) currently in place is functioning to ensure timely notification and completion of assigned trainings by the students.

Management Response: Management agrees with the finding. The Director of Student Life will work with the Dean of Students and the Director of Institutional Equity to ensure all required and available training is identified and presented to students as part of their electronic welcome packet during the onboarding process. Completion of required trainings will be monitored monthly and those in non-compliance will be sent reminders throughout the semester. Students who have not completed required training will have a hold placed on their record until the training has been completed.

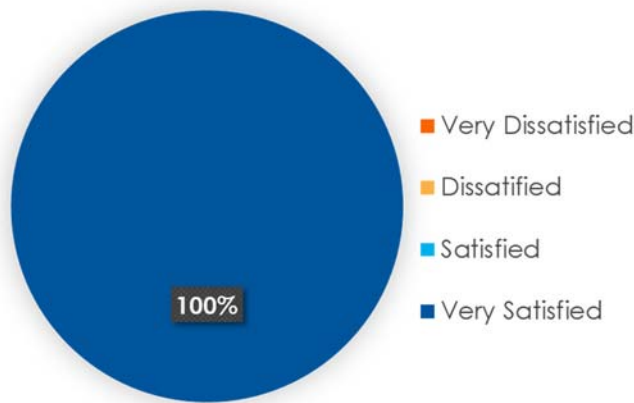
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Responsible Party: Director of Student Life & Dean of Students, in consultation with the Director of Institutional Equity

Implementation Date: November 2021

As part of the simulations, we identified other key attributes within the in-scope process areas that impacted the student experience, including customer service, Spanish speaking assistance, veteran's office, and COVID-19 protocols. The following are the results of those student evaluations:

Other – Customer Service

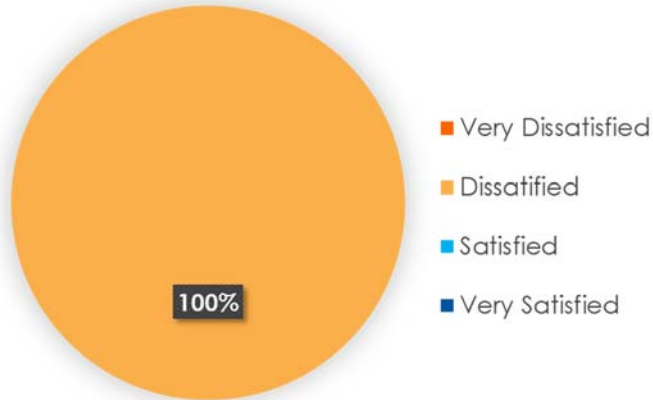


Ratings Overview:

- **Student Participation:** 1 out of 7 Students
- **Reasons for Very Satisfied:**
 - The staff were very quick to address the complaint provided over the phone and wanted to know the details of the issue so it could be addressed immediately
 - Staff were apologetic of the negative experience
- **Areas for Improvement:**
 - No findings identified

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Other – Spanish Speaking

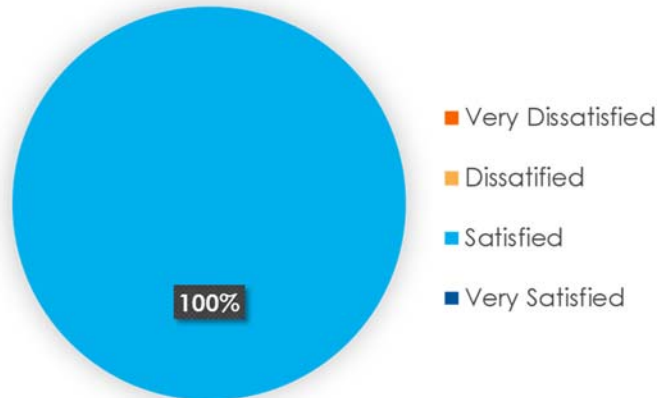


Ratings Overview:

- **Student Participation:** 1 out of 7 Students
- **Reasons for not Dissatisfied:**
 - The College does not have a Spanish speaking staff member within Student Services that can quickly address calls from Spanish speaking households
 - Also, there is no Spanish speaking option when calling the College’s main phone line or departmental phone lines
- **Areas for Improvement:**
 - No findings identified
 - Observation provided separately to management

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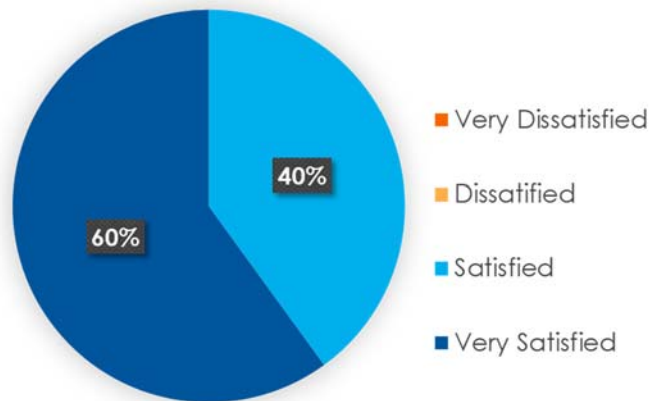
Other – Veterans Office



Ratings Overview:

- **Student Participation:** 1 out of 7 Students
- **Reasons for not Very Satisfied:**
 - The Veterans Office was very helpful but only asked general questions regarding my path and plans. Was not as engaging as anticipated.
- **Areas for Improvement:**
 - No findings identified

Other – COVID-19 Protocols



Ratings Overview:

- **Student Participation:** 4 out of 7 Students
- **Reasons for not Very Satisfied:**
 - Confusion regarding masks and social distancing requirements
 - Difference in what is stated in policy vs. practice (i.e. people walking around campus and in buildings not wearing masks as stated in policy)
 - Minimum insight on future semester protocols
- **Areas for Improvement:**
 - No findings identified

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
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Objective B: Student Services Process Evaluation

Evaluate the Student Services processes and procedures across the College to ensure the effective execution of its performance to meet student needs and expectations.

Procedures Performed:

1. We conducted interviews with key personnel within Student Services functions, examined existing documentation, and documented the expected procedures and process flow for student interactions.
2. From the information obtained, we established a baseline for the student expectations on the student services functions and processes to evaluate for the following areas:
 - o Academic Advising
 - o Tutoring
 - o Student Counselling
 - o Career Placement Services
 - o Students with Disabilities
 - o Student Disciplinary Action
 - o Student Help Center
 - o Enrollment Management, including Dual Credit and College Connections
 - o Student Engagement, including New Student Orientation (NSO) and Safe Colleges
3. We developed a checklist of the expected processes, procedures, and interactions that students will simulate through the Colleges student services provided. The checklist provided criteria and instruction on the process to follow along with anticipated next steps and outcomes to evaluate whether the identified procedures are consistent and meet the student's requests and needs.

Results: We identified 3 findings where improvements in the documentation, processes, policies, and/or procedures can be made to ensure consistency in the process and student experience.

Refer to the following:

Finding 01 – MODERATE – Academic Advising

Finding 02 – MODERATE – Career Placement Services

Finding 03 – MODERATE – Student Engagement – Required Student Training

Appendix

College of the Mainland
IA # 02-21 Internal Audit Report Over Student Services
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This appendix defines the approach and classifications utilized by Internal Audit to assess the status of the area under review, the priority of the findings identified, and the overall assessment of the procedures performed.

Report Ratings

The report rating encompasses the entire scope of the engagement and expresses the aggregate impact of the exceptions identified during our test work on one or more of the following objectives:

- Operating or program objectives and goals conform with those of the College
- College objectives and goals are being met
- The activity under review is functioning in a manner which ensures:
 - Reliability and integrity of financial and operational information
 - Effectiveness and efficiency of operations and programs
 - Safeguarding of assets
 - Compliance with laws, regulations, policies, procedures and contracts

The following ratings are used to articulate the overall magnitude of the process and documentation on the established criteria:

Strong	Addresses all the expectations and criteria associated with the policy for all aspects of the College's operations.
Satisfactory	Addresses the primary criteria expected of the policy but may need to be expanded and enhanced.
Unsatisfactory	Has significant gaps in the criteria addressed, do not address all operations of the College, or do not exist.

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Risk Ratings

Residual risk is the risk derived from the environment after considering the mitigating effect of internal controls. The area under audit has been assessed from a residual risk level utilizing the following risk management classification system.

High

High risk findings have qualitative factors that include, but are not limited to:

- Events that threaten the College's achievement of strategic objectives or continued existence
- Impact of the finding could be felt outside of the College or beyond a single function or department
- Potential material impact to operations or the College's finances
- Remediation requires significant involvement from senior College management

Moderate

Moderate risk findings have qualitative factors that include, but are not limited to:

- Events that could threaten financial or operational objectives of the College
- Impact could be felt outside of the College or across more than one function of the College
- Noticeable and possibly material impact to the operations or finances of the College
- Remediation efforts that will require the direct involvement of functional leader(s)
- May require senior College management to be updated

Low

Low risk findings have qualitative factors that include, but are not limited to:

- Events that do not directly threaten the College's strategic priorities
- Impact is limited to a single function within the College
- Minimal financial or operational impact to the organization
- Require functional leader(s) to be kept updated, or have other controls that help to mitigate the related risk



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 25, 2021
Subject: Annual Internal Audit Report

Presented for recommended acceptance to Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees Accept the Annual Internal Audit Report, as presented on October 25, 2021.”

PURPOSE

To provide the Board of Trustees with information regarding the Annual Internal Audit Report that was performed and will be uploaded to the COM Website.

BACKGROUND

The Annual Internal Audit Report is presented to the Board for discussion and acceptance.

IMPLICATIONS

Financial: N/A

Strategic Goal #1: N/A

Human Resources: N/A

Attachments

1. Annual Internal Audit Report

College of the Mainland

Fiscal Year 2021 Annual Internal Audit Report

October 25, 2021

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College of the Mainland

Fiscal Year 2021 Internal Audit Report

Issued: October 25, 2021

I. Compliance with Texas Government Code, Section 2102.015: Posting the Internal Audit Plan, Internal Audit Annual Report, and Other Audit information on Internet Web site

Texas Government Code, Section 2102.015 requires state agencies and higher education institutions, as defined in the statute, to post their Internal Audit Plan, Internal Audit Annual Report, and other audit information on the Internet.

The College of the Mainland (COM or the College) will post this report and its Fiscal Year 2021 Internal Audit Plan on its website at www.com.edu following acceptance by the Audit / Finance Committee. The report was presented and approved for issuance at the October 25, 2021 Board of Trustees Meeting.

The College of the Mainland will update its posting with a detailed summary of the weaknesses, deficiencies, wrongdoings or other concerns raised by performance of the audit plan as they are identified. The College of the Mainland will also update the posting with the corrective action taken to address any issues identified.

II. Internal Audit Plan for Fiscal Year 2021

The internal audits planned and performed for Fiscal Year 2021 were selected to address the College's highest risk areas, based on the risk assessment process conducted during the fall of 2017, which included input from College Management. The audits conducted during Fiscal Year 2021 are listed below.

Internal Audit	Report #	Report Date	Current Status
Human Resources	IA #01-2021	February 11, 2021	The report was issued April 12, 2021. Follow-up procedures to verify that corrective action has been implemented on the open findings will be conducted by College Management in FY 2022.
Student Services	IA #02-2021	August 25, 2021	The report was issued October 15, 2021. Follow-up procedures to verify that corrective action has been implemented on the open findings will be conducted by College Management in FY 2022.

The College's rules and policies for the purchasing of goods and services will be evaluated in detail as part of the Purchasing Internal Audit to be performed in FY2022. However, an initial assessment of current policies was assessed during the College's Internal Audit Risk Assessment and development of the Risk Response Plan, issued March 8, 2018, and determined to be in compliance with the requirements identified within Texas Education Code, Section 51.9337.

III. Consulting Services and Nonaudit Services Completed

As defined in the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing and the Government Auditing Standards, 2011 Revision, Sections 3.33 – 3.58, Weaver, or any other third party, did not complete consulting and/or non-audit services for Fiscal Year 2021.

College of the Mainland

Fiscal Year 2021 Internal Audit Report

Issued: October 25, 2021

IV. External Quality Assurance Review

In accordance with professional standards, and to meet the requirements of the Texas Internal Auditing Act, Internal Audit is required to undergo an external quality assurance review at least once every three years. Weaver's review was performed in October 2019.



Report on Firm's System of Quality Control

October 16, 2019

To the Partners of Weaver and Tidwell, L.L.P.
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Weaver and Tidwell, L.L.P. (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act; audits of employee benefit plans, an audit performed under FDICIA, an audit of a broker-dealer, and examinations of service organizations [SOC 1 and SOC 2 engagements].

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Weaver and Tidwell, L.L.P. applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Weaver and Tidwell, L.L.P. has received a peer review rating of pass.

A handwritten signature in cursive script that reads "Eide Bailly LLP".

Eide Bailly LLP

What inspires you, inspires us. | eidebailly.com

U.S. Bancorp Center | 800 Nicollet Mall, Ste. 1300 | Minneapolis, MN 55402-7033 | T 612.253.6500 | F 612.253.6600 | EOE

College of the Mainland

Fiscal Year 2021 Internal Audit Report

Issued: October 25, 2021

V. Internal Audit Plan

The Internal Audit Plan was submitted to the Board of Trustees of the College of the Mainland. The Board of Trustees approved the plan on October 28, 2019. Below is the Fiscal Year 2022 Internal Audit Plan submitted and approved by the College President based on the results of the FY 2021 Internal Audit Risk Assessment Update.

Fiscal Year 2022 Internal Audit Plan		
Audit Area	Risk Rating	Estimated Hours
Purchasing	High	300 – 320
Academics and Curricular Activities	High	320 – 340
Internal Audit Consulting		40-60

Follow-up procedures for Fiscal Year 2022 to verify and communicate with Management the remediation efforts of prior Internal Audit Recommendations will be performed by College Management.

Fiscal Year 2022 Follow-up Procedures		
Audit Area	Risk Rating	Estimated Hours
Human Resources	High	TBD
Student Services	High	TBD

The projects identified in the FY 2022 Internal Audit Plan will not address the benefits proportionality audit requirement prescribed in Rider 8, page III-45, the General Appropriations Act (85th Legislature), due to Public Community Colleges being exempt from the requirement.

The College’s rules and policies for the purchasing of goods and services will be evaluated as part of Internal Audit of Purchasing to determine compliance with the requirements identified within Texas Education Code, Section 51.9337.

A risk assessment update was conducted in August, 2021 whereby College Leadership reassessed the probability and impact of the following risk categories across all significant activities of the College.

- Financial and Fraud
- Information Technology
- Operational
- Students and Programs
- Reputational

The Internal Audit Risk Assessment performed in 2017 included information security as part of the evaluation of information technology risk. Information technology risk was evaluated throughout the risk assessment process, and was considered as part of the overall risk rating of all the significant processes of the College. Additionally, information security was evaluated as part of the Information Security Internal Audit in FY2019.

College of the Mainland

Fiscal Year 2021 Internal Audit Report

Issued: October 25, 2021

Taking into consideration the input from College Management, all significant activities were assigned a risk score for probability and impact related to each risk category. The overall risk rating (High, Moderate or Low) was assigned to each significant activity based on the activity's average risk score.

The internal audit plan is developed by considering risk ratings for each significant activity and prioritizing "High" risk activities. The risk assessment is updated on an annual basis.

The 2021 internal Audit Risk Assessment update resulted in 24 Significant Activities rated as "High" risk. The FY 2022 Internal Audit Plan does not include 13 of the 24 high risk rated significant activities. Those risks are as follows:

High Risk Areas		
	Audit Area	Risk Response
1	Application Selection / Development	There are no formal policies or procedures in place for application selection and development. However, risks are partially addressed through the evaluation of applications through the Technology Committee that convenes once a month. Additionally, any Information Technology purchases, such as applications, must be reviewed and approved by Information Technology prior to processing by Procurement.
2	Database Administration / ERP	There are no formal policies in place for database administration / ERP. However, the College does have policies on access to the Database / ERP which are covered within Information Security. Past external reviews were conducted of the database during the migration of systems and databases three years ago.
3	Grant Management	Risks are partially addressed by College policies requiring President approval for the application and utilization of grant funds. Additionally, grant audits are conducted by grantors, such as those with H-GAC and for Title IV programs which are evaluated on an annual basis.
4	Budget and Planning	Risks are partially addressed by College policies on the budgeting process and oversight by the Board. Additionally, budgeting and planning is monitored by the Board through monthly reports of year to date spending on a cash basis, which includes budget to actual figures. Any fund balance requests for expenditures not included in the budget require Board approval.
5	Construction Management	Risks are partially addressed by College policies on construction manager - agent, construction manager - at risk, construction design - build, job order contracts, facilities standards, competitive bidding and sealed proposals. Additionally, construction project progress is monitored through routine reporting to the Board.
6	Continuing Education	Risks are partially addressed by College policies on requirements for continuing education programs, included evaluations of offerings and curriculum. Accreditation reviews are performed of Allied Health Programs and external audits performed of CPR courses to ensure compliance with requirements.
7	Workforce and Community Development (Corporate Programs)	Risks are partially addressed by College policies on creating workforce programs, Board oversight of certificate programs offered, and contracting requirements for performing continuing education programs.

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High Risk Areas		
	Audit Area	Risk Response
8	Dual Credit Programs	Risks are partially addressed by College policies on the requirements for offering dual credit programs. Additionally, the Curriculum Committee meets routinely to evaluate and consider requests for changes to curriculum along with the reporting of those requests to SACSCOC. The Committee also provides routine reports to the Board if changes to the curriculum are being considered.
9	Law Enforcement and Security	Risks are partially addressed by College policies on campus carry, storage of firearms, student searches, and student rights. Campus Police Officers are Texas Commission on Law Enforcement (TCOLE) certified and maintenance of certification, through required trainings, is monitored by the State of Texas.
10	Payroll	Risks are partially addressed by College policies on payroll computations, payroll deductions and legal requirements. Additionally, payroll data is evaluated as part of the annual external financial statement audit.
11	Accreditation Standards	The College monitors the requirements for the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and evaluates performance to ensure compliance. Additionally, the Curriculum Committee meets monthly to evaluate and consider requests for changes, additions, or cancelations of programs, which must be reviewed and approved by the High Education Coordinating Board and SACSCOC. The Committee also provides routine reports to the Board if changes to programs are being considered along with accreditation status. The College will have a SACSCOC review conducted in FY 2024. The last accreditation review was completed in 2013.
12	Grounds and Maintenance	Risk are partially addressed by College policies on the maintenance of buildings and equipment, development of a long range campus master plan and maintaining proper sanitation. Additionally, risks are transferred through the outsourcing of grounds functions and risks are mitigated through the use of environmental consultants to evaluate and report on asbestos and mold remediation. The College also requires internal maintenance staff to hold certifications for HVAC, plumbing, and electrical to ensure local code compliance.
13	Revenue	Risks are partially addressed by College policies on how tuition rates are determined along with the collections of ad valorem taxes. Ad valorem taxes are assessed by the Galveston Tax Appraisal District and collection efforts are conducted by the Galveston Tax Assessor Collectors. States appropriations and tax collections are reconciled monthly and reported to the Board monthly in the Financial and Investment Report. Additionally, revenue reconciliations are evaluated as part of the annual external financial statement audit.

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VI. External Audit Services Procured in Fiscal Year 2021

The College of the Mainland engaged Whitley Penn LLP, a certified public accounting firm, as their external auditors for Fiscal Year 2021. Whitley Penn LLP is registered with the Public Company Auditor Oversight Board (PCAOB).

The College of the Mainland did not engage any other external party to conduct financial, performance or attestation engagements in Fiscal Year 2021.

VII. Reporting Suspected Fraud and Abuse

- College of the Mainland relies on Weaver and Tidwell LLP, the outsourced internal auditor, to monitor the confidential hotline set-up by the College for the reporting of fraud, waste and abuse. The College also has a dedicated page to fraud prevention and reporting on its website at <https://www.com.edu/hotline>, which includes the hotline number and an optional form that can be completed to anonymously report fraud, waste, or abuse.
- The President of the College of the Mainland and the General Counsel are designated personnel within the College to receive and discuss allegations of fraud, waste, and abuse. The General Counsel has the authority to examine and investigate those allegations and turn over information of verified instances of fraud, waste, or abuse to the State Auditor's Office.



Board of Trustees Meeting

Internal Audit Status Report

October 25, 2021



Agenda

- FY 2021 Internal Audit Plan Status
- FY2021 Completed Internal Audit
 - Student Services
- Other FY2021 Internal Audit Activities
 - Risk Assessment Update
 - Annual Internal Audit Report
 - Fraud, Waste, and Abuse Hotline Report
- FY2022 & FY2023 Internal Audit Plans

FY 2021 Internal Audit Plan Status



Audit Area	Category (College-Wide, Instructional and Student Services, Operational, or Administration)	Risk Rating	Summary of Procedures	Status / Timing
FY 2021 Internal Audits				
Human Resources	Administration	High	Internal Audit will include an evaluation of risks and internal controls in place related to the College's Human Resources Processes. Activities to be evaluated include recruiting and selection, new hire and termination, employee set-up and changes, position control monitoring and maintenance, pay rate authorization and stipends, job classification and compensation, employee policies and procedures, training and development, and employee performance review.	Completed
Student Services	Instructional and Student Service	High	Internal Audit will include an evaluation of risks and internal controls in place related to the College's student services processes. Activities to be evaluated include academic advising, tutoring, student counseling, career services - placement and recruitment, students with disabilities, student disciplinary action, testing center, student help center, enrollment management, and student engagement.	Completed
Internal Audit Consulting (as requested)	Other		Internal Audit will perform internal audit consulting, including process evaluations, internal control effectiveness reviews, and/or special projects as requested by Management.	None Requested
FY 2021 Annual Requirements				
Project Management	Project Management	NA	Track overall internal audit procedures, coordinate audit activities, and reporting to management.	Completed
Update Risk Assessment	Policy Compliance	NA	Perform required annual update of risk assessment	Completed
Annual and Quarterly Board Reports	Policy Compliance	NA	Prepare and submit required annual and quarterly reports to the Board of internal audit activities.	Completed

2021 Completed Internal Audit Activity: Student Services



- The scope of the internal audit included an evaluation of College of the Mainland's Student Services processes in place to verify the effectiveness of their execution and resulting student experience. Our procedures included performing simulations of Student Services to obtain a better understanding of the student experience as a prospective student.
 - **Coverage and Fieldwork period:** March 22, 2021 through July 27, 2021
 - Coverage included practices and procedures currently in place and experienced by students
- Key functions, processes, and subprocesses within Student Services reviewed included:
 - Academic Advising
 - Tutoring
 - Student Counseling
 - Career Placement Services
 - Student with disabilities
 - Student Disciplinary Action
 - Student Help Center
 - Enrollment Management, including Dual Credit and College Connections
 - Student Engagement, including New Student Orientation (NSO) and Safe Colleges Training
- The **Exit Meeting** was held on August 25, 2021, and the **Draft Report** was issued on August 25, 2021, and the **Final Report** was issued on October 15, 2021.

Internal Audit Approach



- The audit focused on the student's experience with the College's Student Services programs through the performance of student simulations.
- We developed seven student profiles that encompassed the College's student body to perform the simulations of expected procedures and to solicit feedback

Profile Name:	Student A	Student B	Student C	Student D
Student Name:	Vannesa Moreno	Stephanie St Cyr	Brady Meyer	Vicky Juarez
Ethnicity/ Race:	Hispanic	Black	Non-Hispanic/ White	Hispanic
Gender:	Female	Female	Male	Female
Language:	English	English	English	Spanish/English
Disability:	None	None	None	None
Virtual vs In Person Attendance:	In-Person	Virtual	Virtual	In-Person
Full Time / Part Time	Full Time	Part Time	Part Time	Full Time
Reason for Attending:	Associate Degree	Business Classes (No Degree)	Certificate - Business Management	Cosmetology Program
Residency:	In-District	Out of District	Out of State	In-District
Education:	High School Graduate	College Graduate	Taken some classes at another College	High School Graduate
Type of Student/Basis Of Admission	High School Graduate/ First Time College Students	College Graduate	College Transfer Student	High School Graduate/ First Time College Students
Co-Requisites Required:	Yes	No	No	No
Academic Experience:	Traditional Student - First Time in College	Non-Traditional Student - Earned a higher-level degree/ Returning To College	Attended college and have 12 or more college credit hours	Traditional Student - First Time in College
Financial Aid	Financial Aid	-	Financial Aid	Financial Aid
Assessment: Placement Testing	Does Not Meet TSI Assessment minimum standards - Will Attend College Success Academy	-	-	-

Profile Name:	Student E	Student F	Student G*
Student Name:	Brianna Wyatt	Dennis Walls	Ashley Older
Ethnicity/ Race:	Non-Hispanic/White	Black	White
Gender:	Female	Male	Female
Language:	English	English	English
Disability:	Learning Disability - with accommodation plan	None	None
Virtual vs In Person Attendance:	Virtual	Both	In Person
Full Time / Part Time	Full Time	Full Time	Part Time
Reason for Attending:	Associate Degree	Nursing Program	Dual Credit
Residency:	In-District	Out of District	In-District
Education:	Transfer	College Graduate	High School
Type of Student/Basis Of Admission	College Transfer Student	Non-Traditional Student	N/A - Parent making inquiry about his High School/ Dual Credit Student attending COM
Co-Requisites Required:	Yes	Yes	No
Academic Experience:	Attended college and have 12 or more college credit hours	Non-Traditional Student - Earned a higher-level degree/ Returning To College	High School Student Dual Credit.
Financial Aid	-	Veteran/GI Bill	-
Assessment: Placement Testing	-	-	-

Color Code	Element	No. of Students
Light Blue	Spanish Speaking	1 out of 7 students
Light Orange	Out of District Residency Status	3 out of 7 students
Light Yellow	Financial Aid	3 out of 7 students
Light Green	Veteran	1 out of 7 students
Light Grey	Virtual Attendance	3 out of 7 students
Light Blue	Placement Testing	1 out of 7 students
Light Orange	Dual Credit	1 out of 7 students
Light Green	Learning Disability	1 out of 7 students
Light Yellow	Co-requisites Required	3 out of 7 students
Light Orange	Non-Traditional Student	2 out of 7 students

*Limited Simulation - Parent Inquiry Only

Summary Results

The audit over Student Services was rated overall as **STRONG** for the 2 Audit Objectives and 3 findings identified.

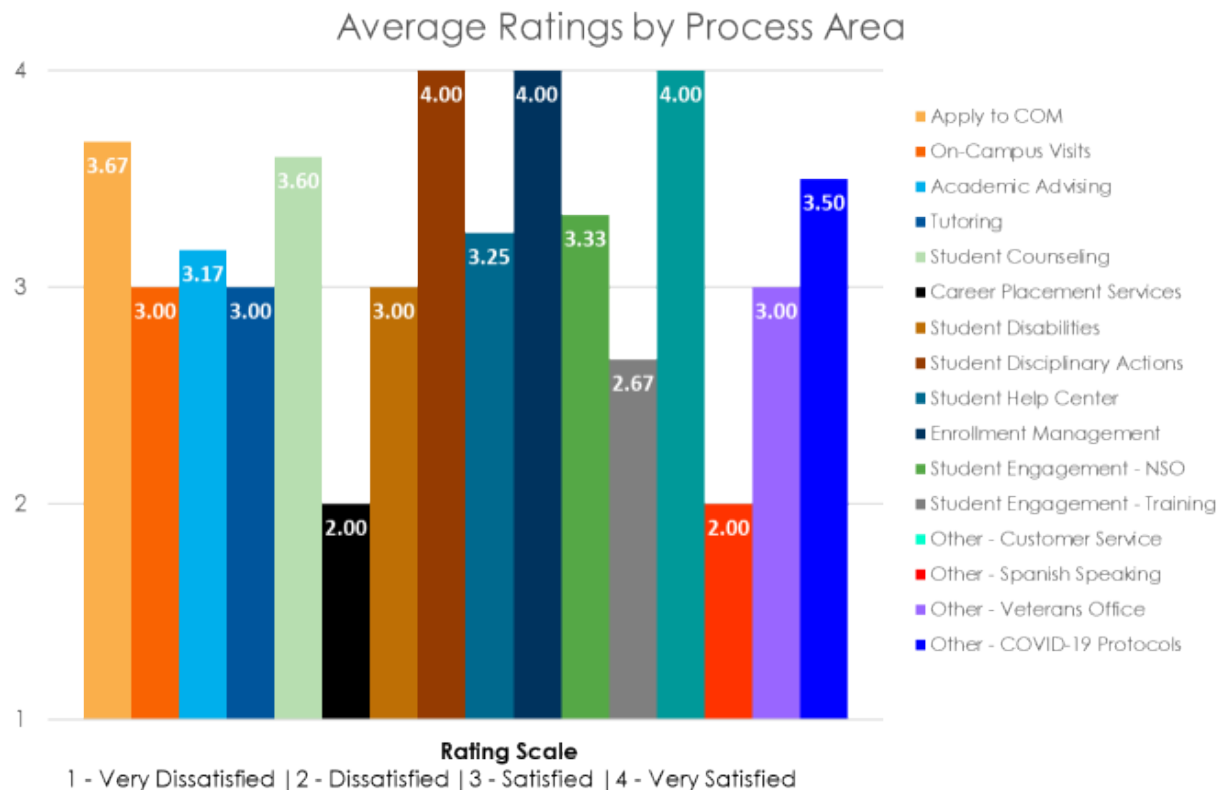
OVERALL ASSESSMENT	STRONG
Objective A: Student Simulations	STRONG
Objective B: Student Services Process Evaluation	STRONG

Findings by Risk Rating				
	High	Moderate	Low	Total
Findings	-	3	-	3

Summary of Results

Objective A: Ensure the student services processes and functions are effective in meeting student needs, provide students with a fulfilling College experience, and provide requested guidance and assistance timely.

Results: We identified that student expectations were generally met and aligned with the established College processes and functions. We identified 3 opportunities for improvement over the advising process, from sign-up and check-in to post-session communication, career guidance and planning, and communication of assigned and required trainings.



Summary of Results

Objective B: Evaluate the Student Services processes and procedures across the College to ensure the effective execution of its performance to meet student needs and expectations.

Results: We conducted interviews with key personnel and documented the expected procedures and process flow for student interactions to establish a baseline and checklist for the student simulations. We determined the 3 opportunities for improvement identified in Objective A were caused due to control gaps in programs and processes performed by College Staff in meeting student expectations.

#	Question	Yes	No	N/A	Date Completed	Comment	Please rate your overall experience using the following scale: 1 - Very dissatisfied; 2 - Dissatisfied 3 - Satisfied; 4 - Very satisfied
Applying at COM							
<i>In order to get your student profile set-up, please submit an application using your actual information (name, address, phone number, etc.).</i>							
AAC-1	Apply at ApplyTexas.org						
COM - Campus Visits							
<i>COM wants to know the instances where navigating the campus and/or their buildings may not be as intuitive as they intended them to be. Therefore, we will not be providing with you with clues on what building(s) you will need to visit or their campus location. As a "brand new" student attending COM, this section is to help capture and share your experience in getting yourself familiarized with the COM Campus.</i>							
OCV-1	Were you able to easily navigate the campus and locate the necessary building(s)?						
OCV-2	Were there a sufficient amount of signs inside the building(s) to help you find the office(s)/individual(s) you were looking for?						
OCV-3	Could you please provide any feedback (positive/negative) that you think may be useful that is not specifically covered by the questions above? Feel free to be as detailed as possible, we encourage it!						
Academic Advising							

Recommendations and Management Responses



We identified **3 recommendations** to assist Management in improving the Student Services processes. Generally, the recommendations were to:

1. Create and implement a standardized Advisor form/checklist for tracking and documenting advising interactions with students along with improving the sign-up and check-in processes.
2. Continue to identify and hire a Career Director to stand up a Career Placement Office to assist students with identifying career paths that align with existing College programs.
3. Enhance communications and tracking of required and/or optional trainings to ensure students are aware of the trainings and that their progress be tracked.

Management has responded to the Internal Audit findings by providing detailed **action plans** with **responsible parties** and anticipated **implementation dates**. Management has provided a range of implementation dates from **October 2021** through **December 2021**.

Findings and Management Responses



Finding 01 – MODERATE – Academic Advising: Students are unable to identify in advance which advisor they are assigned and experienced technical difficulties setting up and scheduling their advising session appointment on Navigate. For instance, upon login to the system it indicated that the advisor's location was not available and students could not select an appointment time. Currently, once a student's record becomes activated in Colleague, their advisor is automatically assigned based on their program of study. However, the student is informed of the advisor assignment after they have selected a date and time to meet. The advisor information is also provided in a confirmation email once the appointment has been scheduled.

Additionally, the check-in process for in-person academic advising sessions appears to be manual, by looking up the students name and email address, and not tied to the student ID. The sessions themselves were driven by the students and not by questions from the advisor to better understand the students needs, wants, and personal situations. The interactions also do not appear to be documented in the system to record next steps. Furthermore, advisors were not consistent in advising students to schedule follow-up appointments to plan for future semesters.

Management Actions

Management Response: Management agrees with the finding. Advising will follow up with the Navigate vendor to explore options for including the name of each student's advisor on the initial booking site. Advising is currently exploring how to automatically incorporate the advisor's name on the Welcome Letter for newly accepted students and will work with IT to program the assignment.

Advising has developed an Appointment Summary Form that will record the student's needs, summary of discussion, action steps, and contact information for their advisor. This information will be added to the student's record for their access at any point they would like to review the notes.

Responsible Party: Director of the Student Success Center

Implementation Date: October 2021

Findings and Management Responses



Finding 02 – MODERATE – Career Placement Services: COM does not have a formal and established Career Placement Office to help guide students to desired careers in the area. As a result, students were unable to obtain detailed information about COM career placement and matchmaking services and resources available, including Career Cruising. Also, advisors were unable to provide guidance on “best fit” for careers and career alignment with COM degrees or certificate programs based on their career desires.

Management Actions

Management Response: Management agrees with the finding. A Director of Career Services was hired in July 2021 and has been at work establishing the Career Center. The Career Center will have an official launch of its Career Services Manager platform, that will host an account for all our students and offer employers access to a job board. The office currently has established technology for students to engage in career exploration and job searches. The Director of Career Services is partnering with the Director of Student Success Center to ensure they are working collaboratively to help students identify career interest at the initial stages of enrollment, and that advisors receive professional development in career exploration advisement.

Responsible Party: Director of Career Services & Director of Student Success Center

Implementation Date: December 2021

Findings and Management Responses



Finding 03 – MODERATE – Student Engagement – Required Student Training: Students did not receive information on the required trainings that are assigned and to be completed post-acceptance to the College. Additionally, students were not given instruction on how to access Safe Colleges to complete the required trainings.

Management Actions

Management Response: Management agrees with the finding. The Director of Student Life will work with the Dean of Students and the Director of Institutional Equity to ensure all required and available training is identified and presented to students as part of their electronic welcome packet during the onboarding process. Completion of required trainings will be monitored monthly and those in non-compliance will be sent reminders throughout the semester. Students who have not completed required training will have a hold placed on their record until the training has been completed.

Responsible Party: Director of Student Life & Dean of Students, in consultation with the Director of Institutional Equity

Implementation Date: November 2021

2021 Risk Assessment Update:

- Risk Assessment update was performed with the Risk Assessment Team on August 2, 2021 to identify changes in the College's Risk Universe and to consider College internal audit priorities for the FY2022 Internal Audit Plan
- Adjustments to the risk ratings of the College's Risk Profile were made based on current College risks from feedback from the Risk Assessment Team and confirmation from Dr. Nichols. Risk rating adjustments were made to the significant activities for the following risk areas:
 - Financial and Fraud
 - Information Technology
 - Operational
 - Students and Programs
 - Reputational
- Updates were made to the 46 significant activities considered for internal audit by reprioritizing audits for the 2022 internal audit plan.
- Risk Assessment Update results were reported to the Risk Assessment Team on August 2, 2021.

2021 Risk Assessment Update



			2018 Risk Assessment Update			2020 Risk Assessment Update			2021 Risk Assessment Update												
			Composite			Composite			Financial and Fraud		Information Technology		Operational		Students and Programs		Reputational		Composite		
2020 Ranking	Significant Activities	Last Year Audited	P	I	Total	P	I	Total	P	I	P	I	P	I	P	I	P	I	P	I	Total
1	Financial Aid	2018	4.00	4.00	4.00	4.00	4.00	4.00	4	4	4	4	4	4	4	4	4	4	4.00	4.00	4.00
2	Information Security	2019	4.00	4.00	4.00	4.00	4.00	4.00	4	4	4	4	4	4	4	4	4	4	4.00	4.00	4.00
3	Application Selection / Development	-	3.60	3.85	3.73	3.60	3.85	3.73	3	3	4	4	4	4	4	4	3	4	3.60	3.85	3.73
4	Admissions / Registrar	2019	3.30	4.00	3.65	3.30	4.00	3.65	2	4	3	4	3	4	4	4	4	4	3.30	4.00	3.65
5	Academics and Curricular Activities	-	3.40	3.55	3.48	3.55	3.70	3.63	2	2	3	4	4	4	4	4	4	4	3.55	3.70	3.63
6	Information Technology Services	2018	3.55	3.70	3.63	3.55	3.70	3.63	4	2	4	4	4	4	3	4	3	4	3.55	3.70	3.63
7	Database Administration / ERP	-	3.35	3.85	3.60	3.35	3.85	3.60	3	3	4	4	3	4	4	4	3	4	3.35	3.85	3.60
8	Cash Management	2020	3.25	3.50	3.38	3.50	3.65	3.58	4	4	2	3	4	4	3	3	4	4	3.50	3.65	3.58
9	Disaster Recovery / Business Continuity Planning	2020	3.00	4.00	3.50	3.00	4.00	3.50	3	4	3	4	3	4	3	4	3	4	3.00	4.00	3.50
22	Grant Management	-	2.95	3.10	3.03	2.95	3.10	3.03	3	4	2	2	4	4	3	4	3	4	3.10	3.70	3.40
10	Purchasing	-	2.45	3.30	2.88	3.45	3.30	3.38	4	4	3	2	4	4	2	2	4	4	3.45	3.30	3.38
11	Budget and Planning	-	2.90	3.50	3.20	3.20	3.50	3.35	4	4	3	2	4	4	2	3	3	4	3.20	3.50	3.35
20	Construction Management	-	2.70	2.60	2.65	2.95	3.25	3.10	4	4	2	3	3	3	3	3	4	4	3.25	3.40	3.33
12	Continuing Education	-	3.40	3.55	3.48	2.95	3.55	3.25	2	2	2	3	4	4	3	4	3	4	2.95	3.55	3.25
13	Workforce and Community Development (Corporate Programs)	-	3.40	3.55	3.48	2.95	3.55	3.25	2	2	2	3	4	4	3	4	3	4	2.95	3.55	3.25
14	Dual Credit Programs	-	3.40	3.55	3.48	2.95	3.55	3.25	2	2	2	3	4	4	3	4	3	4	2.95	3.55	3.25
15	Bursar	2020	2.80	3.40	3.10	2.80	3.65	3.23	3	3	3	4	4	4	2	3	2	4	2.80	3.65	3.23
16	Human Resource Administration	2021	3.05	3.35	3.20	3.05	3.35	3.20	3	4	3	4	4	3	2	2	3	4	3.05	3.35	3.20
17	Law Enforcement and Security	-	2.80	3.55	3.18	2.80	3.55	3.18	2	3	1	2	3	4	3	4	4	4	2.80	3.55	3.18
18	Payroll	-	2.65	3.60	3.13	2.65	3.60	3.13	2	4	3	4	4	4	2	2	2	4	2.65	3.60	3.13
19	Accreditation Standards	-	2.65	3.55	3.10	2.65	3.55	3.10	1	4	1	1	4	4	3	4	3	4	2.65	3.55	3.10
21	Grounds and Maintenance	-	2.55	3.55	3.05	2.55	3.55	3.05	1	2	2	3	3	4	3	4	3	4	2.55	3.55	3.05
23	Revenue	-	2.65	3.25	2.95	2.65	3.25	2.95	3	4	2	2	4	4	2	3	2	3	2.65	3.25	2.95
24	Student Services	2021	3.00	2.80	2.90	3.00	2.80	2.90	1	1	2	2	4	3	4	3	3	4	3.00	2.80	2.90

2021 Risk Assessment Update



			2018 Risk Assessment Update			2020 Risk Assessment Update			2021 Risk Assessment Update												
			Composite			Composite			Financial and Fraud		Information Technology		Operational		Students and Programs		Reputation		Composite		
2020 Ranking	Significant Activities	Last Year Audited	P	I	Total	P	I	Total	P	I	P	I	P	I	P	I	P	I	P	I	Total
25	Strategy and Operations	-	2.20	3.50	2.85	2.20	3.50	2.85	3	4	2	2	3	4	1	3	2	4	2.20	3.50	2.85
26	Campus Operations	-	3.00	2.65	2.83	3.00	2.65	2.83	1	1	2	3	3	2	4	4	4	3	3.00	2.65	2.83
27	CDM Foundation	-	2.35	2.80	2.58	2.70	2.95	2.83	3	3	1	1	3	3	3	3	3	4	2.70	2.95	2.83
28	Governance	-	2.65	2.95	2.80	2.65	2.95	2.80	2	4	1	1	4	4	1	1	4	4	2.65	2.95	2.80
29	Accounts Payable and Disbursements	-	2.80	2.80	2.80	2.80	2.80	2.80	4	4	2	2	4	3	2	2	2	3	2.80	2.80	2.80
30	Financial Close	-	2.45	3.10	2.78	2.45	3.10	2.78	3	4	2	2	4	4	1	1	2	4	2.45	3.10	2.78
31	Environmental Health and Safety	-	2.25	3.30	2.78	2.25	3.30	2.78	3	4	1	1	3	3	2	4	2	4	2.25	3.30	2.78
32	Communications and Marketing	-	2.70	2.70	2.70	2.70	2.70	2.70	1	1	3	3	3	3	3	3	3	3	2.70	2.70	2.70
33	Reporting	-	2.55	2.70	2.63	2.55	2.70	2.63	2	3	2	2	4	4	1	1	3	3	2.55	2.70	2.63
34	Contract Administration	-	2.55	2.65	2.60	2.55	2.65	2.60	3	4	1	1	4	3	1	2	3	3	2.55	2.65	2.60
35	Purchasing Cards	-	2.70	2.30	2.50	2.70	2.30	2.50	4	3	1	1	4	2	1	1	3	4	2.70	2.30	2.50
36	Institutional Research and Reporting	-	2.25	2.65	2.45	2.25	2.65	2.45	1	1	3	4	3	4	2	2	2	2	2.25	2.65	2.45
37	Debt and Other Liabilities	-	2.30	1.80	2.05	2.55	2.30	2.43	3	3	1	1	4	3	1	1	3	3	2.55	2.30	2.43
38	Risk Management	-	1.90	2.70	2.30	1.90	2.70	2.30	2	4	1	1	4	4	1	1	1	3	1.90	2.70	2.30
39	Investments	-	1.90	2.65	2.28	1.90	2.65	2.28	2	4	1	1	4	3	1	2	1	3	1.90	2.65	2.28
40	Capital Assets	-	2.05	1.65	1.85	2.40	2.05	2.23	3	2	2	1	4	2	2	3	1	2	2.40	2.05	2.23
41	Student Life	-	2.05	2.30	2.18	2.05	2.30	2.18	2	2	1	1	2	2	3	3	2	3	2.05	2.30	2.18
42	Benefits Administration	-	1.90	2.05	1.98	1.90	2.30	2.10	2	3	1	1	3	3	1	1	2	3	1.90	2.30	2.10
43	Inventory Control	-	1.90	1.95	1.93	1.90	1.95	1.93	2	3	1	2	3	1	1	1	2	3	1.90	1.95	1.93
44	General Obligation Bond Issuance	-	1.00	2.15	1.58	1.00	2.15	1.58	1	2	1	1	1	2	1	1	1	4	1.00	2.15	1.58
45	Facilities Rental	-	1.00	1.25	1.13	1.25	1.50	1.38	1	1	1	1	2	2	1	1	1	2	1.25	1.50	1.38
46	Fleet Management	-	1.00	1.40	1.20	1.00	1.40	1.20	1	2	1	1	1	1	1	1	1	2	1.00	1.40	1.20

FY22 and FY23 Internal Audit Plans



Following the Risk Assessment Update, the following adjustments were made to the **FY22 and FY23** Internal Audit Plans that were previously presented to the Board due to changes in College risks and internal audit priorities:

FY22 Internal Audit Plan:

- **Selected Audits:**
 - Purchasing
 - Academic and Curricular Activities

FY23 Internal Audit Plan:

- **Selected Audits:**
 - Grant Management
 - Continuing Education & Workforce and Community Development (Corporate Programs)

FY22 Internal Audit Plan



Audit Area	Category (College-Wide, Instructional and Student Services, Operational, or Administration)	Risk Rating	Summary of Procedures	Timing
FY 2022 Planned Internal Audits				
Purchasing	Administration	High	Internal Audit will include an evaluation of risks and internal controls in place related to the College's purchasing processes. Activities to be evaluated include purchase orders, bidding process and award, interlocal and cooperative agreement purchasing, contract negotiation and approval, vendor management - selection, and vendor acceptance and set-up.	November / December 2021
Academics and Curricular Activities	Instructional and Student Services	High	Internal Audit will include an evaluation of risks and internal controls in place related to the College's academics and curricular activities processes. Activities to be evaluated will include university transfer and core curriculum, curriculum standards and development, AAS programs, certificate programs, on-line courses, community theatre, lab scheduling and lab assistants.	February/ March 2022
Internal Audit Consulting (as requested)	Other		Internal Audit will perform internal audit consulting, including process evaluations, internal control effectiveness reviews, and/or special projects as requested by Management.	TBD
FY 2022 Annual Requirements				
Project Management	Project Management	NA	Track overall internal audit procedures, coordinate audit activities, and reporting to management.	Ongoing
Risk Assessment	Policy Compliance	NA	Perform a College-wide risk assessment, risk response plan, and 3-year internal audit plan	Ongoing
Annual and Quarterly Board Reports	Policy Compliance	NA	Prepare and submit required annual and quarterly reports to the Board of internal audit activities.	Ongoing

Not Included in the Internal Audit Plan Above:

Management should consider the performance of follow-up procedures for the following internal audits previously performed, either through Internal Audit or selected College Management, to ensure corrective action has occurred to address previous findings.

Internal Audit Follow-Ups				
Follow-up from 2018 - 2021 Audit Plan	8 Prior Internal Audits	High	Internal Audit will perform follow-up procedures on 2018 through 2021 prior Internal Audit findings to ensure corrective action has been taken on the following audits and findings: Financial Aid (6 Findings), Information Technology Services (7 Findings), Admissions and Registrar (10 Findings), Information Security (9 Findings), Bursar/Cash Management (15 Findings), Disaster Recovery/Business Continuity Planning (9 Findings), Human Resources (6 Findings), and Student Services (3 Findings).	

FY23 Internal Audit Plan



Audit Area	Category (College-Wide, Instructional and Student Services, Operational, or Administration)	Risk Rating	Summary of Procedures	Timing
FY 2023 Planned Internal Audits				
Grant Management	Administration	High	Internal Audit will include an evaluation of risk and internal controls in place related to the College's grant management processes. Activities to be evaluated include grant administration, grant research and TRIO, grant development, RFP issuance and award, and grant reporting and compliance process.	November/ December 2022
Workforce and Community Development (Corporate Programs)	Instructional and Student Services	High	Internal Audit will include an evaluation of risks and internal controls in place related to the College's workforce and community development (corporate programs). Activities to be evaluated will include corporate services, economic and workforce development, cosmetology, transportation training, and youth camps and academies.	February/ March 2023
Internal Audit Consulting (as requested)	Other		Internal Audit will perform internal audit consulting, including process evaluations, internal control effectiveness reviews, and/or special projects as requested by Management.	TBD
FY 2023 Annual Requirements				
Project Management	Project Management	NA	Track overall internal audit procedures, coordinate audit activities, and reporting to management.	Ongoing
Risk Assessment	Policy Compliance	NA	Perform a College-wide risk assessment, risk response plan, and 3-year internal audit plan	Ongoing
Annual and Quarterly Board Reports	Policy Compliance	NA	Prepare and submit required annual and quarterly reports to the Board of internal audit activities.	Ongoing

Not Included in the Internal Audit Plan Above:

Management should consider the performance of follow-up procedures for the following internal audits previously performed, either through Internal Audit or selected College Management, to ensure corrective action has occurred to address previous findings.

Internal Audit Follow-Ups				
Follow-up from 2018 - 2022 Audit Plan	10 Prior Internal Audits	High	Internal Audit will perform follow-up procedures on 2018 through 2022 prior Internal Audit findings to ensure corrective action has been taken on the following audits and findings: Financial Aid (6 Findings), Information Technology Services (7 Findings), Admissions and Registrar (10 Findings), Information Security (9 Findings), Bursar/Cash Management (15 Findings), Disaster Recovery/Business Continuity Planning (9 Findings), Human Resources (6 Findings), Student Services (3 Findings), Purchasing (TBD), and Academics and Curricular Activities (TBD).	

2021 Annual Internal Audit Report



2021 Annual Internal Audit Report:

- Report should be posted on the College of the Mainland's website by November 1, 2021

- The report format is prescribed by the State Auditor's Office and includes:
 - Overview of 2021 Internal Audit activity
 - Consulting and non-audit services performed for the College
 - Internal Audit Quality Assurance Report
 - 2021 Internal Audit Plan and description of the Risk Assessment process
 - External Audit services performed for the College

Fraud, Waste and Abuse Hotline Report



The College received no substantive submissions to date through the Fraud, Waste, and Abuse hotline.



Questions?

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MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 25, 2021
Subject: Recommendation – Acceptance of Non-Contractual Positions Hiring Report

Presented for recommended acceptance to Board of Trustees on October 25, 2021.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees accept the *Non-Contractual Positions Hiring Report* as written.”

PURPOSE

The *Non-Contractual Positions Hiring Report* is being presented to the Board of Trustees for review and acceptance.

BACKGROUND

Notwithstanding Board policy DC (Local) which states that the Board delegates to the College President final authority to employ and dismiss non-contractual classified employees on an at-will basis, based on recommendations from the staff the persons listed on the attached Non-Contractual Positions Hiring Report is recommended for employment.

IMPLICATIONS

Financial:

Administrative Assistant IV - \$47,923 from budget 11-0-0000-4115-5160
Shipping & Receiving Clerk - \$34,505 from budget 11-0-0000-5128-5160
Police Dispatcher - \$52,715 from budget 11-0-0000-5151-5160
Police Officer - \$43,051 from budget 11-0-0000-5151-5160

Strategic Goal #5: College of the Mainland will provide services/processes that enhance the integrity/safety/quality of the institution (including physical facilities) and that enhance the quality of the faculty and staff.

Attachments

Non-contractual Positions Hiring Report

	POSITION	DEPARTMENT	CLASS SUMMARY	POSITION STATUS	SELECTED CANDIDATE	SALARY	SALARY RANGE
1	Administrative Assistant IV	Student Life	This position will be responsible for providing administrative support for 4 full-time employees and over 15 part-time employees. The qualified candidate would need to be able to manage the part-time employees that are in the 3 different areas of campus (Welcome Center, Gym and Student Center).	New position for Student Life	Kari Starz	\$47,923	\$38,338 - \$47,923 - \$57,508
2	Shipping & Receiving Clerk	Purchasing	The Shipping and Receiving performs duties requiring independent judgment in the proper receiving and inspection of all goods and services in support of campus staff. Perform day to day delivery acceptance from various carriers of all sizes and load types using certified forklift and other warehouse delivery and offloading equipment. Provide administrative and professional staff members with order status and details on a regular basis on behalf of the Purchasing department team.	Replacement for George Howard, who resigned.	Christian Tate	\$34,505	\$31,309 - \$36,005 - \$40,702
3	Police Dispatcher	Campus Police	Provides TCOLE certified TLETS operations, police/emergency radio dispatching, TAC responsibilities, phone call routing, maintenance of daily logs, Omnigo reporting operations, state audits management, data entry duties, crime statistics management, emergency mass notification system operations, operation of the dispatch office, administrative assistant duties required for the operation of the department, and the completion of assignments issued by supervisors.	This is a new position approved by the board.	Marshall Montgomery	\$57,715	\$42,172 - \$52,715 - \$63,253
4	Police Officer	Campus Police	Provides safety and security for staff, students and visitors. Performs law enforcement duties in controlling and analyzing crime scenes, establishing order at traffic accidents and identifying and enforcing parking violations.	Replacment for Criag Kirkpatrick, who resigned.	Chase Beard	\$43,051	\$42,172 - \$52,715 - \$63,253
5							
6							



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 25, 2021
Subject: Recommendation – Approval of COM Local Policy updates

Discussion and possible action on the proposed revisions to COM Local Policies: BBF (Local); DMAA (Local); and the addition of DLB (Local).

Presented and recommended for approval to the Board of Trustees on October 25, 2021.

MINUTE ORDER

Motion to be acted upon: “I move the Board of Trustees approve the adoption of COM Policies BBF (Local); DMAA (Local); and the addition of DLB (Local).”

ATTACHMENTS

- 1) COM Policy BBF (Local)- Draft/Final
- 2) COM Policy DLB (Local)- New Policy
- 3) COM Policy DMAA (Local)- Draft/Final

Statement of Ethics

As a member of the Board, I ~~shall~~will strive to improve community college education, and to that end I shall adhere to all state and federal laws, College District policies, and the ~~following~~-ethical standards set out in this policy .:

Service

1. ~~I shall attend~~Attend all regularly scheduled Board meetings insofar as possible and devote time, thought, and study~~become informed concerning issues to the duties and responsibilities of a Board member, so that I may render effective and creditable service~~be considered at those meetings.
2. ~~I shall bring~~Bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.
3. ~~I shall establish~~Work with other Board members to establish effective Board policies and to delegate authority for the administration of the College District to the College President.
- 4.3. Establish and adhere to policies and practices prohibiting unlawful discrimination, including harassment on the basis of sex, gender, race, color, national origin, religion, age, disability, or any other basis prohibited by law.

Collaboration

5. ~~Recognize that I shall work with my fellow~~should endeavor to make policy decisions only after full discussion at publicly held Board members in a spirit of harmony meetings.
6. ~~Render all decisions based on the available facts and cooperation~~my independent judgment and encourage~~refuse to surrender that judgment to individuals or special interest groups.~~
- 7.4. Encourage the free expression of opinion in spite of differences that arise during vigorous debates of points of issue~~by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.~~

I shall base my personal decisions upon all available facts in each situation; vote my honest conviction in every case, unswayed by partisan bias of any kind; Communicate to other Board members and abide by and uphold the final majority decisions~~College President expressions of the Board.~~

Authority

- 8.5. I shall remember at all times that as an individual I have no legal authority outside the meetings of the public reaction to Board, and to conduct my relationships with the policies and

Roles

College District staff, the local citizenry, and all media of the community on the basis of this factprograms.

I shall resist every temptation and outside pressure to use my position as a Board member to benefit myself or any other individual or agency apart from the total interest of the College District.

I shall recognize that it is as important for the Board to understand and evaluate the Inform myself about current educational program of the College District as it is to plan for the business of College District operations.

I shall delegate the administrative matters of the College District to the College President and support the employment of qualified College District staff.

I shall welcome and encourage active cooperation by citizens, organizations, and the College District media by communicating with respect to policy on current College District operations and proposed future developments.

I shall speak with one voice as a Board member once a Board decision or policy is made.

Teamwork

9-6. I shall support state and national organizations in their efforts to benefit Texas community collegesissues by individual study and through participation in programs providing needed information, such as those sponsored by the Community CollegeTexas Association of Texas TrusteesCommunity Colleges, the TexasAmerican Association of School BoardsCommunity Colleges, and the Association of Community College Trustees.

10. I shall work step by step toward ideal conditions for Support the most effective employment of those persons best qualified to serve as College District Board service to my community, staff and insist on a regular and impartial evaluation of all staff.

11. Avoid being placed in a spirit of teamwork and devotion to public education as position of conflict of interest, and refrain from using my Board position for personal or partisan gain.

12. Take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable law.

13-7. Remember always that my first and greatest instrument for the preservation and concern must be the perpetuation of our

~~representative democracy educational welfare of the students attending the College District.~~

REFERENCE: derived from ~~the~~National School Boards Association of Community College Trustees Guide to Ethical Governance

Undue Pressure

It is the responsibility of the Board as a whole to ensure that its individual members and the Board as a whole are not subject to undue pressure from political, religious, or other external bodies. In addition, the Board shall ensure that the administration is also protected from undue pressure from external organizations and bodies.

An employee may be terminated mid-contract for good cause as determined by the Board following a hearing held for that purpose in accordance with law.

~~Administrative Leave~~

~~Employees may be placed on administrative leave with pay for a definite or indefinite period of time, at the College President's discretion.~~

~~The College President may place an employee on administrative leave at his or her discretion pending the investigation of a complaint or allegation of wrongdoing against the employee, or when the College President determines such placement is in the best interest of the College District.~~

**Disciplinary Action
Up to and Including
Dismissal**

Supervisors and administrators shall use the College District's Performance Improvement and Discipline Manual to initiate and process disciplinary actions, up to and including dismissal. Grievances filed by the employee under DGBA(LOCAL) or DIAA(LOCAL), either pending or filed with or after the disciplinary process has begun, shall not delay or prevent the disciplinary process or the employee's obligation to cooperate.

Additionally, a filed grievance shall not delay consideration of the proposed dismissal by the Board, nor shall it delay implementation of the Board's decision.

Appeals

Appeals related to this policy may be submitted through DBGA(LOCAL) to the College President or designee.

Faculty Members

Alternatively, a faculty member, as defined by Grievance Filed Under Education Code 51.960, may first present a grievance under Section 51.960 to

~~The Board designates the chief human resources officer as the person to whom a faculty member may present a grievance under Education Code 51.960 on an issue related to the faculty member's his or her dismissal. It is recommended that the faculty member file a request to present the grievance within seven business days after notice of contract termination.~~

Once a request to present a grievance has been filed, the conference shall be scheduled within seven business days. Actual separation may not occur until after a hearing determination has been delivered.

The faculty member may appeal the decision of the chief human resources officer in accordance with under DGBA(LOCAL) to beginning at the College President or designee appropriate level. Other non-faculty/~~contract~~ employees shall file a grievance in accordance with DGBA(LOCAL) with beginning at the College President or designee appropriate level.

EMPLOYEE PERFORMANCE
SUSPENSION

DLB
(LOCAL)

At-Will Employees

An at-will employee may be suspended by the College President or designee during an investigation of alleged misconduct by the employee or at any time the College District determines that the College District's best interest will be served by the suspension.

An at-will employee shall not be paid while serving a suspension unless required by law.

**Term Contract
Employees**

Suspension with
Pay

A term contract employee may be suspended with pay and placed on administrative leave by the College President during an investigation of alleged misconduct by the employee or at any time the College President determines that the College District's best interest will be served by the suspension.

Suspension without
Pay

A term contract employee may be suspended without pay for good cause as determined by the Board following a hearing held for that purpose in accordance with the procedures applicable to the mid-contract termination of an employee [see DMAA(LEGAL)].

LOCAL POLICY UPDATE 41 5-25-2021

BBF(LOCAL) BOARD MEMBERS: ETHICS

Recommended revisions to this local policy are to provide college-specific standards from the Association of Community College Trustees' model ethics code, Guide to Ethical Governance. Many of the revisions address concepts found in the prior version, but those provisions are significantly reworded and reorganized.

However, the following provisions have been retained with little revision:

- At Service, the requirement to attend board meetings, language on bringing about desired changes through legal and ethical procedures, and the statement on sexual discrimination and harassment, as required by the Texas Appropriations Act and the Coordinating Board; and
- At Roles, the concepts of delegation of administrative matters to the chief executive officer and support of college district administrative staff.

DLB(LOCAL) EMPLOYEE PERFORMANCE: SUSPENSION

This new local policy is recommended for inclusion in the college district's policy manual to address the suspension of at-will and term contract employees. Suspension with Pay language from DMAA has been moved to this policy

DMAA(LOCAL) TERM CONTRACTS: TERMINATION MID-CONTRACT

Recommended revisions to this local policy are to clarify Appeals by employees, including Faculty Members, regarding issues related to mid-contract termination decisions.

Language regarding administrative leave has been removed from this policy, and text regarding suspensions is now consolidated in the new DLB policy.



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: William McGarvey, Board Chair
Date: October 25, 2021
Subject: Revisions to the Board of Trustees Bylaws

Discussion and possible acceptance of proposed revisions to the Board of Trustees Bylaws

Presented for recommended approval to the Board on October 25, 2021 and forwarded for recommended approval to the Board of Trustees on the same date.

MINUTE ORDER

Motion to be acted upon: "I move the Board of Trustees accept the revisions to the Board of Trustees Bylaws."

PURPOSE

To review and revise the Board of Trustees Bylaws including updates to various sections consistent with current law and College policy and to propose deletion of contract term restrictions for external auditor.

BACKGROUND

The proposed revisions to the Bylaws include updates to Article B, Article C, Article H and Article I to align with recent changes to the law and to COM policy. In addition, current Bylaws prohibit external auditors from submitting proposals following expiration of their contracts. The proposed change to this section will eliminate this restriction to ensure the Board is not limited in the selection of its external auditor. The last revision to the BOT Bylaws was September 24, 2018.

ATTACHMENT

COM Board of Trustees Bylaws – Proposed Revisions 10-25-2021

***BYLAWS OF THE
BOARD OF TRUSTEES
OF THE COLLEGE OF
THE MAINLAND***

**November, 2002
Amended December 14, 2015
Amended February 23, 2015
Amended March 30, 2015
Amended April 27, 2015
Amended May 26, 2015
Amended June 22, 2015
Amended July 27, 2015
Amended August 24, 2015
Amended October 24, 2016
Amended September 8, 2017
Amended September 24, 2018
Amended October 25, 2021**

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PREAMBLE

ARTICLE A: DEFINITIONS AND REFERENCES

(Amended February 23, 2015)

ARTICLE B: ETHICS

(Amended February 23, 2015)

(Amended April 27, 2015)

(Amended October 25, 2021)

ARTICLE C: POWERS OF THE BOARD

(Amended March 30, 2015)

(Amended October 25, 2021)

ARTICLE D: ELECTIONS

(Amended April 27, 2015)

ARTICLE E: OFFICERS OF THE BOARD

(Amended April 27, 2015)

ARTICLE F: COMMITTEES

(Amended July 24, 2017)

(Amended September, 2018)

ARTICLE G: PERSONNEL APPOINTED BY AND REPORTING DIRECTLY TO THE BOARD

(Amended June 22, 2015)

(Amended October 24, 2016)

(Amended October 25, 2021)

ARTICLE H: MEETINGS OF THE BOARD

(Amended July 27, 2015)

(Amended October 25, 2021)

ARTICLE I: BOARD OPERATIONS

(Amended August 24, 2015)

(Amended December 11, 2015)

(Amended October 25, 2021)

Preamble

The Board of Trustees (the "Board") of College of the Mainland College District ("COM" or "College" or "District") formulates and enacts the following Bylaws, rules and regulations to aid it in the conduct and performance of its official functions.

The Board of COM shall govern the College through the administration ("Staff"), in accordance with state law, avoiding actions and situations detrimental to the College, and promoting educational opportunity for the benefit of the entire community.

The Bylaws of the Board are written by the Board for the purposes of internal management of the Board and all Board activities. Any policy, procedure or regulation in these bylaws found in conflict with a state or federal law, rule or regulation shall be null and void to the extent of the conflict. Amendments to the bylaws can be made only by a majority vote of the total membership of the Board.

Article A: Definitions and References

1. DEFINITIONS.

"District" -- Unless otherwise specified, the term "District" as used in these Bylaws shall be construed to mean College of the Mainland College District.

"Board" -- Unless otherwise specified, the term "Board" as used in these Bylaws shall be construed to mean the Board of Trustees of College of the Mainland College District.

"College" -- Unless otherwise specified, the term "College" as used in these Bylaws shall be construed to mean the educational facility or facilities owned, operated and maintained by the College of the Mainland College District and, where meaning dictates, said term shall be used interchangeably with the term "District."

2. STATUTORY REFERENCE. All references made to statutes, whether specific or otherwise, are to the statutes of the State of Texas.

Article B: Ethics

1. PURPOSE. As Trustees for COM, Board members serve as fiduciaries pursuant but not limited to state and federal trust law, and therefore, must act solely and exclusively for the benefit of the College. High ethical standards are critical to fulfilling these responsibilities. The laws and statutes enacted by the Legislature to govern the conduct of public officials are considered by the Board to be the minimum standards. These legal provisions governing ethical and professional standards of conduct and disclosure are provided in the following Texas statutes and should be consulted for specific information should the need arise:

- a. Education Code;
- b. Penal Code -- Chapters 36 (Bribery), 37 (Perjury) and 39 (Abuse of Office);
- c. Government Code -- Chapters 551 (Open Meetings), 552 (Public Information), 553 (Public Disclosure), 554 (Reporting); and 571-573 (Ethics, Conflicts of Interest and Nepotism);
- d. Texas Labor Code Chapter 21 (Equal Employment); and
- e. Local Government Code -- Chapters 171 (Conflicts of Interest) and 176 (Conflicts Disclosure Statements).

2. DISTRIBUTION POLICY. Copies of the Board Bylaws will be distributed to each Trustee and posted on the College website.

3. APPLICABILITY. The Board chooses to establish a higher standard of conduct and ethical behavior to govern the Trustees and Senior Staff (as defined below) than Texas law requires, and hereby adopts the following Statement of Ethics, which is also listed in Policy BBF (Local) of the Board's Governance Policy.

- a. Senior Staff is defined as:
 - i. any member of the President's Cabinet;
 - ii. College employees classified as Class I through Class III on the College Staff Pay Structure;
 - iii. All procurement and purchasing personnel;
 - iv. Any College ~~employee who~~ employee who participates ~~in an~~ in an ~~evaluation or~~ evaluation or selection committee for any College solicitation for goods and services; and
 - v. Any College employee who participates in the evaluation of goods and services provided by a vendor or contractor.

b. Statement of Ethics

- i. As a member of the Board, I shall strive to improve community college education, and to that end I shall adhere to all state and federal laws, College District policies, and the ethical standards set out in this policy. As a member of the Board, I will strive to improve community college education, and to that end I shall adhere to the following ethical standards:
- ii. I shall attend all regularly scheduled Board meetings insofar as possible and devote time, thought, and study to the duties and responsibilities of a Board member, so that I may render effective and creditable service.
- iii. I shall bring about desired changes through legal and ethical procedures, upholding and enforcing all applicable statutes, regulations, and court decisions pertaining to community colleges.
- iv. I shall establish and adhere to policies and practices prohibiting unlawful discrimination, including harassment on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law.
- v. I shall work with my fellow Board members in a spirit of harmony and cooperation and encourage the free expression of opinion in spite of differences that arise during vigorous debates of points of issue.
- vi. I shall base my personal decisions upon all available facts in each situation; vote my honest conviction in every case, unswayed by partisan bias of any kind; and abide by and uphold the final majority decisions of the Board
- vii. I shall remember at all times that as an individual I have no legal authority outside the meetings of the Board, and to conduct my relationships with the College District staff, the local citizenry, and all media of the community on the basis of this fact.
- viii. I shall resist every temptation and outside pressure to use my position as a Board member to benefit myself or any other individual or agency apart from the total interest of the College District.
- ix. I shall recognize that it is as important for the Board to understand and evaluate the educational program of the College District as it is to plan for the business of College District operations.
- ~~ii-x.~~ I shall delegate the administrative matters of the College District to the College President and support the employment of qualified College District staff.
- xi. I shall welcome and encourage active cooperation by citizens, organizations, and the College District media by communicating with

respect to policy on current College District operations and proposed future developments.

iii.xii. I shall speak with one voice as a Board member once a Board decision or policy is made.

iv.xiii. I shall support state and national organizations in their efforts to benefit Texas community colleges, such as the Community College Association of Texas Trustees, the Texas Association of School Boards, and the Association of Community College Trustees.

v.xiv. I shall work step by step toward ideal conditions for the most effective College District Board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and the perpetuation of our representative democracy.

xv. It is the responsibility of the Board as a whole to ensure that its individual members and the Board as a whole are not subject to undue pressure from political, religious, or other external bodies. In addition, the Board shall ensure that the administration is also protected from undue pressure from external organizations and bodies.

See also College of the Mainland Policy BBF (Local)

~~I shall recognize that it is as important for the Board to understand and evaluate the educational program of the College District as it is to plan for the business of College District operations.~~

~~I shall delegate the administrative matters of the College District to the College President and support the employment of qualified College District staff.~~

~~I shall welcome and encourage active cooperation by citizens, organizations, and the College District media by communicating with respect to policy on current College District operations and proposed future developments.~~

~~I shall speak with one voice as a Board member once a Board decision or policy is made~~

~~Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.~~

~~Remember always that my first and greatest concern must be the educational welfare of the students attending the college.~~

4. PROHIBITED BENEFITS. For the protection of the integrity of the College, Trustees shall not:

- a. Accept or solicit any gift, favor or service that might tend to influence him/her in the performance of official duties or that might be offered with the intent to influence his/her official conduct.
- b. Accept employment or engage in a business that would require the release or use of information obtained in the performance of official duties.
- c. Trustees will comply with the COM Governance policies and Texas law requiring the filing of a Conflicts Disclosure Statement or a conflict of interest affidavit under the appropriate circumstances, and no later than August 31 of each academic year will sign a Conflict of Interest Certification and submit it to the Board Clerk.

5. PROHIBITED COMMUNICATIONS/POLITICAL CONTRIBUTIONS.

- a. Except as provided below, political contributions and communications between a potential vendor, subcontractor, service provider, bidder, broker, offeror, lobbyist or consultant and any Board member, Senior Staff, or any member of a selection or evaluation committee, regarding a particular invitation for bid ("IFB"), request for proposal ("RFP"), request for qualification ("RFQ"), employment application or other solicitation are prohibited.
- b. The communications prohibition shall not apply to the following:
 - i. Official communications between a potential vendor or subcontractor and appropriate staff or administration at a duly noticed pre-bid or pre-proposal conference.
 - ii. Communications with Senior Staff whose official job duties may require communication regarding the specific bid, request for proposal, request for qualifications, employment application or solicitation under consideration, including pre-bid or pre-proposal communications.
 - iii. Nothing contained herein shall prohibit any person or entity from publicly addressing the Board during any ~~duly-noticed~~duly noticed public meeting, in accordance with applicable Board policies, regarding action on the contract.
- c. The communications/political contributions prohibition period shall begin on the date that the IFB, RFQ, RFP or other solicitation is issued, published or posted. The communications/political contribution prohibition shall terminate on the date the contract is executed by the President or his or her designee or when a

determination is made that the contract will not be awarded. The Director of Purchasing will email notification of the beginning and ending of the prohibited communications period to each Board member and SeniorStaff Member.

- d. The Director of Purchasing shall include in the solicitation documents a statement disclosing the requirements of this policy. The statement shall be conspicuously written in a separate section of the solicitation.

6. POLITICAL ACTIVITIES. A member of the Board, as well as the Board as a whole, shall not expend or authorize the expenditure of any statutorily restricted funds for the purpose of influencing the outcome of any election, or the passage or defeat of any legislative measure. However, it is permissible for the Board to use or authorize the use of funds to provide information and education regarding certain matters.

7. MISUSE OF OFFICIAL INFORMATION. A member of the Board shall not use the office of Trustee to obtain or use official information in any unlawful way.

8. MECHANISMS FOR ENFORCEMENT. The mechanisms for enforcement of the Statement of Ethics are:

- a. Board members must report an alleged violation of this Statement of Ethics to Board Counsel.
- b. Any person may allege noncompliance with this Statement of Ethics to the Board Chair (or the Vice Chair if the Chair is the target of the allegation) or to the President if it involves a member of the Staff.
- c. The Board shall be advised when any allegation of a violation of this Statement of Ethics is made.
- d. The Chair, Vice Chair or President, as appropriate, will undertake a process to resolve the complaint.
- e. If either the complainant, the Board member complained about, or a majority of the Board requests, the Chair or President, as appropriate, will name an independent third party to investigate the complaint and report to the Board.
- f. If the Board finds a violation of this Statement of Ethics, it can reprimand or censure a Board member, the only sanctions available under Texas law.
- g. If the President finds a violation of this Statement of Ethics by a member of Senior Staff, the President shall take appropriate action under the COM human resources policies.
- h. After an evidentiary hearing, a majority vote of the total membership of the Board may disqualify a vendor or subcontractor from participation in any solicitation or contract for up to one (1) year for violating this Statement of Ethics.

COLLEGE OF THE MAINLAND BOARD OF TRUSTEES

CONFLICT OF INTEREST CERTIFICATION

By signing below, I certify that I will abide by the following conditions during Fiscal Year _____.

If I or a person related to me in the first degree by either affinity or consanguinity has a substantial interest in a business entity that either has a COM contract or is being considered for a COM contract, or has a substantial interest in real property that COM is considering purchasing, before any vote or decision is made regarding that entity, I shall file a Conflict of Interest Affidavit with the Board Clerk and shall publicly disclose the relationship to the Board in a meeting called and held in compliance with the Texas Open Meetings Act and shall also abstain from discussions or other proceeding regarding the entity and must not vote on the item. See Chapter 171 of the Texas Local Government Code.

If I or a person related to me in the first degree by either affinity or consanguinity¹ either receives income greater than \$2,500 during a 12-month period or receives gifts other than food, lodging, transportation or entertainment accepted as a guest that exceed \$250 during a 12-month period from a business entity that has a COM contract or is being considered for a COM contract, I shall file a Conflicts Disclosure Statement with the Board Clerk not later than 5:00 p.m. on the seventh business day after the date on which I become aware of the facts that require filing of this statement. See Chapter 176 of the Texas Local Government Code.

These provisions apply to vendors that are prime or subcontractors.

I ___ am ___ am not aware of any facts that require me to file a conflict of interest affidavit or a Conflict Disclosure Statement.

I shall not:

Accept or solicit any gift, favor, or service that might reasonably tend to influence me in the discharge of my official duties or that I know or should know is being offered with the intent to influence my official conduct.

Accept other employment or engage in a business or professional activity that I might reasonably expect would require or induce me to disclose confidential information acquired by reason of my position.

Accept other employment or compensation that could reasonably be expected to impair my independence of judgment in the performance of my official duties.

¹ Black's Law Dictionary defines consanguinity as kinship, blood relationship, the connection or relation of persons descended from the same stock or common ancestor. As distinguished from "affinity," which is the connection existing as a consequence of marriage.

Article C: Powers of the Board

1. AUTHORITY. Board members are fiduciaries and shall discharge their duties for the exclusive interest of the College. The Board as a body has final authority to establish the policies that govern the College within the limits imposed by Texas law. Individual Board members shall have no authority over the College, its property, or its employees, however, each Board member does have the right to seek information from the College without specific Board authorization, following prescribed procedures and proper purpose. A Board member may act on behalf of the Board only with the official authorization of a majority of the total membership of the Board. Without such express authorization, no Board member may commit the Board on any issue. Specific powers of the Board include, but are not limited to, the following:

- a. Govern and oversee the management of the College.
- b. Delegate to the President the responsibility for all administrative functions.
- c. Adopt and periodically review policies for the College and such rules, regulations and bylaws as the Board deems advisable.
- d. Establish goals consistent with the College's role and mission.
- e. Levy and collect taxes and issue bonds, time warrants and certificates of indebtedness.
- f. Provide for assessing and collecting of taxes.
- g. Adopt a budget and file a copy of the annual operating budget and subsequent amendments with the appropriate state agency.
- h. Have the accounts audited in accordance with the approved financial reporting system.
- i. Submit the required annual report to the Governor, Comptroller, State Treasurer, State Auditor, and Legislative Budget Board.
- j. Accept on behalf of the College bequests and donations or other monies.
- k. Establish an endowment fund outside the state treasury in a depository selected by the Board.
- l. Pledge funds from tuition, grants, donations, and income for the payment of issued revenue bonds.
- m. Select a depository for College funds.

- n. Order elections as required by law.
- o. Exercise the power of eminent domain to acquire property.
- p. Appoint the president, evaluate the president and assist the president in the achievement of performance goals.
- q. Appoint or employ agents, employees, and officials as deemed necessary or advisable to carry out any power, duty, or function of the Board; and, upon the President's recommendation, employ faculty and other employees of the College.
- r. Proceed by and through resolutions or orders adopted or passed by the Board.
- s. Be authorized to fix and collect rentals, rates, charges, or fees from students and others for the occupancy, use or availability or all or any of its property, buildings, structures, activities, operations or facilities in such amounts and in such manner as may be determined by the Board.
- t. Acquire and hold real and personal property and hold title to all property of the College.
- u. Control and maintain all property belonging to the College District through the College District administration and have the power to sell, convey, or otherwise dispose of the same subject to the requirements of law.
- v. Execute, perform and make payments under contracts, which may include leases, leases with option(s) to purchase, or installment purchase, with any person for the use, acquisition, or purchase of any personal property, or the financing thereof.
- w. Employ, retain, contract with, or compensate a licensed real estate broker or salesperson for assistance in the acquisition or sale of real property.
- x. Form a non-member, non-stock, non-profit public facility corporation(s) for the purpose of issuing bonds.
- y. Oversee the investment of College funds and retain a financial advisor if necessary.
- z. Receive, approve, process and pay all just claims against College District funds.
- aa. Select and locate sites for College District facilities, finance construction, and plan for necessary expansion to meet identified needs.
- bb. Employ professional consultants including but not limited to the fields of insurance, taxation, engineering, architecture, accounting, medicine, law or other areas as it deems necessary or proper for the conduct of the affairs of the College District.

- cc. Contract with vendors, except to the extent it has delegated these powers to the President.
- dd. Require regular reports from the College Foundation.
- ee. Ensure that its formal position on matters of importance to the College is made clear to the Coordinating Board when such matters are under consideration by the Coordinating Board.
- ff. Set admission standards.
- gg. Upon the recommendation of the President, formulate and approve the curriculum of the College District, in cooperation with the Coordinating Board.
- hh. Formulate, authorize or install, with the advice of the President, such student activities, athletic programs, recreational or social organizations as it deems to be in the best interests of the College.
- ii. Contract or participate with the federal, state, or any municipal governmental organization in matters pertaining to financial or other aid to its educational program or to the installation or operation of any education program or training.
- jj. Review and hear any complaint or grievance forwarded to the Board in accordance with College policy.
- kk. Sue and be sued.

2. DELEGATION OF AUTHORITY IN AN EMERGENCY. In a crisis situation, the Board temporarily delegates authority to the President to make critical decisions affecting the College and to protect the welfare and safety of students and employees. The President is authorized to sign and implement contracts and agreements in an emergency situation or crisis. The College President shall inform the Board at the next scheduled Board meeting of any emergency contracts which costs exceed the President's then approved delegated purchasing authority. Emergency decisions require that the Board subsequently declare a state of emergency and ratify any contract exceeding the President's contracting authority.

In the event of a catastrophe, emergency, or natural disaster affecting the College, contracting for the replacement, construction or repair of College equipment or facilities is authorized if the emergency replacement, construction, or repair is necessary for the health and safety of College students and staff. Tex. Educ. Code 44.0312.

3. POLICY DIRECTION. The Board shall formulate, amend, update, adopt and publish official policies for the College. All policies of the College are subject to relevant laws, rules, regulations, and executive orders of the federal government and the government of the State of Texas. Any policy, procedure or regulation found in conflict with a state or federal law, rule or regulation shall be void to the extent of the conflict. Noncompliance with College policies by employees may be considered grounds for disciplinary action, up to and including dismissal.

4. BOARD LEADERSHIP. The Board shall provide the College with strong leadership for meeting the increasing need for higher education throughout the communities it serves. In this capacity, the Board shall:

- a. Create and maintain a spirit of cooperation with the President.
- b. Preserve the institutional independence of the College and defend its right to manage its own affairs through its chosen administrators and employees.
- c. Enhance the public image of the College.
- d. Nurture the institution so that it achieves its full potential.
- e. Establish goals for the College, consistent with its role and mission.
- f. Take clear positions before the Texas Higher Education Coordinating Board and Texas Legislature on all matters regarding the College.
- g. Share its philosophy with the students, employees, and general public through regular participation at graduation and other ceremonies.
- h. Promote unity within the College at every opportunity, creating a community atmosphere.
- i. Promote pride and dignity amongst employees of the College by recognizing outstanding achievement.
- j. Protect the assets of the College to ensure financial stability.
- k. Always act solely and exclusively for the benefit of the College.
- l. Always act as a positive advocate for the College and if desired, for community college systems generally through service with ACCT or other community college trustee organizations.

Article D: Elections

The Board shall consist of seven members. Positions 1-5 shall be elected from Single-Member Districts, and Positions 6-7 shall be At-Large. All members shall serve without salary. The Board shall call an election of a Trustee or appoint a successor Trustee when a vacancy exists on the Board. Upon election, Trustees shall be presented with an official Certificate of Election and an appropriate emblem of office during a Board ceremony. College monies shall not be spent on individual campaigns. Trustees are elected to serve terms of six years and can be removed from office only as allowed by law. The election of Board members shall be on the second Saturday in May according to the following schedule:

Districts I, IV and VI	- 1989 and every 6 years thereafter
Districts III and II	- 1991 and every 6 years thereafter
Districts V and VII	- 1993 and every 6 years thereafter

See also Tex. Educ. Code §130.088; COM Policy BBB.

Article E: Officers of the Board

1. ELECTION OF OFFICERS. Officers of the Board shall be elected by a majority of the total membership of the Board for two-year terms at the first regular meeting of the Board following the canvassing and seating of members of the Board in odd-numbered years, or at any time thereafter in order to fill a vacancy. The Board shall elect a Chair, Vice-Chair and Secretary who shall serve in such capacities until the next Board election.

2. VACANCIES ON THE BOARD. Any vacancy occurring on the Board through death, resignation, or otherwise, shall be filled by a special election ordered by the Board or by appointment by resolution or order of the Board. If the vacancy occurs on a board whose members are elected, the person appointed to fill the unexpired term shall serve until the next regular election of members to the board, at which time the position shall be filled by election for a term appropriately shortened to conform with what regularly would have been the length of the term for that position. Tex. Const. Art. XVI, Sec. 27; Education Code 130.082(d).

3. REMOVAL FROM OFFICE. Board members may be removed from office for:

- a. "Incompetency," which means:
 - i. Gross ignorance of official duties;
 - ii. Gross carelessness in the discharge of those duties; or
 - iii. Unfitness or inability to promptly and properly discharge official duties because of a serious physical or mental defect that did not exist at the time of election.

- b. "Official misconduct" means intentional, unlawful behavior relating to official duties by a Trustee entrusted with the administration of justice or the execution of the law. The term includes an intentional or corrupt failure, refusal, or neglect of a Trustee to perform a duty imposed on the Trustee by law or conviction of an offense relating to violation of purchase procedures.
- c. Intoxication on or off duty caused by drinking an alcoholic beverage, but not if caused by drinking an alcoholic beverage on the direction and prescription of a licensed physician.
- d. Conviction of a Trustee by a jury for any felony or for misdemeanor official misconduct.

Nonattendance of Board meetings if the member is absent from more than half of the regularly scheduled Board meetings that the member is eligible to attend during a calendar year, not counting an absence for which the member is excused by a majority vote of the Board.

- e. Actions for removal of Board members must be brought before the judge of the district court holding jurisdiction, except that any court convicting a Trustee of a felony or official misconduct shall order immediate removal.

4. POWERS, DUTIES AND RESPONSIBILITIES OF THE CHAIR OF THE BOARD.

- a. Preside over meetings of the Board pursuant to Robert's Rules of Order.
- b. Appoint all committee members, committee chairs and designated alternates.
- c. Keep records of all Board transactions, in coordination with the Board Clerk.
- d. Serve as ex-officio voting member of all Board committees.
- e. Call special meetings of the Board.
- f. Perform duties and functions prescribed by the Board.
- g. Call and provide proper notice for a meeting of the Board to adopt a budget for the succeeding fiscal year.
- h. Sign all legal documents, including contracts, warrants, vouchers and reports, as required by state or federal law, or a current edition of Board Policy.
- i. Decide all questions of order in accordance with Roberts Rules of Order, Newly Revised, as modified by Board Policy and/or laws. However, said rules may be suspended by a two-thirds vote of the board's total membership.
- j. Promote board unity and share all information with other board members in a timely fashion.

Should a vacancy be declared in the Board Chair position, the Board shall elect a permanent replacement to fill the remainder of the term.

5. POWERS, DUTIES AND RESPONSIBILITIES OF THE VICE-CHAIR OF THE BOARD.

- a. Act in the capacity and perform the duties of the Chair of the Board in the event of the absence, death, resignation, disability, or disqualification, and shall continue to serve in an interim capacity only.
- b. Become Chair only upon being elected to the position.
- c. Perform other duties as prescribed by the Board.
- d. Sign, or attest to, all legal documents, in the absence of the Secretary, as required by state or federal law or Board Policy.
- e. Promote board unity and share all information with other board members in a timely fashion.

6. POWERS, DUTIES AND RESPONSIBILITIES OF THE SECRETARY OF THE BOARD.

- a. Attest to all contracts, deeds, conveyances, or other instruments required to be signed by the President.
- b. When the occasion demands, certify in the manner prescribed by law to the official acts of the Board.
- c. Assume the duties of the Chair of the Board in the absence of the Vice-Chair and Chair of the Board and on such occasions shall cause an Acting Secretary to be elected by the Board. The Acting Secretary shall assume the Secretary's duties for the meeting or meetings from which the Chair and Vice-Chair are absent.
- d. Promote board unity and share all information with other board members in a timely fashion.

Article F: Committees

1. GENERAL. The Board shall perform its official duties when practical as a Committee of the Whole.

2. SPECIAL COMMITTEES. Special Committees consisting of Board members may be created by the Chair of the Board or may be elected by the Board. Such committees shall perform their assigned duties and functions in accordance with the instructions, if any, given them by the Board or the Board Chair. Unless specified as standing committees created with the affirmation of a majority vote of the Board, when such special committees have performed the duties and functions assigned them by the Board or the Board Chair, have made their recommendations, reports or have taken such action permitted and authorized by their instructions, they shall be automatically discharged. No special committee can exist for longer than one year unless reestablished. Such committees shall function in a fact-finding or advisory capacity.

3. OPEN MEETINGS ACT. A Special Committee that includes less than a quorum of board members is not subject to the Open Meetings Act (OMA) so long as it serves a purely advisory function, with no power to supervise or control public business. However, should the Special Committee actually function as something more than a merely advisory body with the result that it in fact supervises or controls public business or policy, it must comply with the OMA to avoid depriving the public of access to the board's actual decision-making process.

Article G: Personnel Appointed by and Reporting Directly to the Board

1. APPOINTMENTS. All appointments by the Board shall be made in accordance with Board policy and state law.

2. PRESIDENT. The President shall be the chief executive officer of the College and as such, shall recommend the organizational plan for the College as well as candidates for administrative and faculty positions within the College. The Board shall evaluate the President on an annual basis. The President has a fiduciary duty to the College, including, but not limited to, the duty to:

- a. Develop a qualified administrative organization and providing the College with academic and fund-raising leadership.
- b. Prepare the annual budget and submit it to the Board for approval.
- c. Establish administrative relationships among members of the College community.
- d. Prepare and approve the curriculum.
- e. Appoint campus committees, as needed.
- f. Prepare the agenda for Board meetings in coordination with the Board Chair and make regular reports to the Board regarding the status of the College.
- g. Promote College political effectiveness at the state and local levels.
- h. Supervise the development and implementation of a system to evaluate faculty and staff.
- i. Assist the Board in policy development, its yearly self-assessment, and meeting its own training requirements.
- j. Forge a relationship of mutual respect with each Trustee.
- k. Enforce fiduciary and academic accountability of the College to the general public.
- l. Promote College unity at all levels, emphasizing equality, diversity, and respect for all individuals.
- m. Interpret the College to the community.
- n. Provide the Trustees with important information in a timely manner before all others and having background information and research compiled on issues of particular importance to the Board, with sufficient time for study by Trustees before a vote.

- o. Serve as the official spokesperson for the College.
- p. Maintain open channels of communication throughout the College.
- q. Handle employee disciplinary issues, including termination when appropriate.
- r. In the event of a catastrophe, emergency, or natural disaster affecting the College, contracting for the replacement, construction, or repair of College equipment or facilities if emergency replacement, construction, or repair is necessary for the health and safety of College students and staff.
- s. Enhance the image and well-being of the College.

3. EXTERNAL AUDITOR AND INTERNAL AUDITOR.

a. **External Auditor.** The External Auditor shall be an independent and objective party to provide advice to the Board. The External Auditor shall be appointed by the Board, upon the recommendation of the President, and shall report directly to the Board, with access to the President. The Board will periodically evaluate the performance of the External Auditor and may dismiss or assign a new External Auditor at any time with or without cause. All engagement letters with the External Auditor shall be signed by the Board Chair.

~~An auditing firm selected by the Board as External Auditor is not eligible to submit a proposal immediately following any period during which it was engaged by the Board as External Auditor.~~ The selected External Auditor may not serve simultaneously as the Internal Auditor.

The Board shall outline its expectations regarding the annual financial statement audit and performance audit, if requested, and as may be directed by the Board. The Board also may arrange for self-requested audits to perform specific audit services. The External Auditor shall evaluate all financial operations of the College and prepare reports to the Board. The duties of the External Auditor will be assigned by the Board, and may include the following:

- i. Audit activities necessary to assure that College resources are being properly managed and accounted for, that the College has effective and adequate internal controls, and that internal operating controls are reliable.
- ii. Assure that the College is complying with approved policies and statutory requirements.
- iii. Perform all duties in accordance with the Standards for the Professional Practice of Internal Auditing, the Code of Ethics, and the Texas Internal Auditing Act. See Tex. Gov't Code Ch. 2102.
- iv. Meet regularly with the Board to review audits performed, audits in progress, and future audits, as requested by the Board.

The External Auditor is prohibited from providing non-audit services to COM.

b. **Internal Auditor.** The Internal Auditor shall provide advice to the President,

shall report administratively to the President, and shall report functionally to the Board. The Internal Auditor shall be selected by the Board from candidates approved and provided by the President. The Board and the President shall agree on the necessary job qualifications to be included in the position posting. The President shall recommend three (3) names to the Board as the finalists. The Internal Auditor shall be evaluated by the President after consultation with the Finance and Audit Committee and may only be dismissed by the President after obtaining approval of the Board. Duties of the Internal Auditor include:

- i. Assure that the College is complying with approved policies and statutory requirements.
- ii. Develop an annual audit plan for the College to present to the President and the Audit Committee for Board approval.
- iii. Coordinate audit efforts with those of the External Auditor, as appropriate.
- iv. Perform all duties in accordance with the Standards for the Professional Practice of Internal Auditing, the Code of Ethics, and the Texas Internal Auditing Act. See Tex. Gov't Code Ch. 2102.
- v. Meet regularly with the Board and the Audit Committee to review audits performed, audits in progress, and future audits.
- vi. Conduct independent, protective and constructive audits so as to review effectiveness of controls, financial records, and operations.
- vii. Analyze data obtained for evidence of deficiencies in controls, duplication of effort, or lack of compliance with College policies and procedures.
- viii. Prepare reports and make recommendations on findings to the President and the Board.
- ix. Provide audit education and Internal Control training.
- x. Offer advisory services, Control Self-Assessment (CSA) services, and workshops.
- xi. Any other duties or responsibilities included in the Texas Internal Auditing Act, Tex. Gov't Code Chapter 2102, or other applicable standards, guidelines, or regulations.

4. BOARD COUNSEL. The Board Counsel shall provide legal advice to the Board. The Board Counsel shall be appointed by the Board, shall report directly to the Board (with access to the President), and may be dismissed or reassigned by the Board without cause. The Board Counsel shall represent the College in all assigned legal matters. Duties of the Board Counsel include:

- a. Provide advice and counsel to the Board.
- b. Maintain the Board bylaws and certain Board policies and procedures, and

recommend amendments, as needed.

- c. Handle assigned legal matters for or on behalf of the College, such as preparation of legal opinions as requested by the Board or the President.
- d. Render legal services in connection with assigned legal matters.
- e. Perform any other legal services as may be required by the Board or requested by the President.

Upon recommendation of the President, or on its own motion, the Board may employ other outside counsel to address legal matters in special situations. The outside counsel shall report directly to the Board, with access to the President.

5. FINANCIAL ADVISOR. The Financial Advisor may be appointed by the Board, upon recommendation of the President, shall report directly to the Board, with access to the President, and may be dismissed or reassigned by the Board without cause. The Financial Advisor shall offer guidance to the Board in all financial matters. Duties of the Financial Advisor include:

- a. Evaluating College indebtedness.
- b. Recommending asset allocation.
- c. Evaluating investment strategies.
- d. Evaluating acquisition strategies.
- e. Evaluating long and short-term financial planning.

The Board shall select the Financial Advisor for a designated period, not to exceed five (5) years, and shall rotate Financial Advisors every five (5) years.

Article H: Meetings of The Board

1. OPEN MEETINGS. The Board shall hold regular meetings for purposes of handling College business. All meetings shall be held in compliance with the Texas Open Meetings Act. Citizens are welcome to attend meetings of the Board. Trustees shall adhere to the Board Code of Conduct and promote Board Leadership at all times.

2. DEFINITIONS.

a. "Meeting" means a deliberation among a quorum of a governmental body, including a college district board of trustees, or between a quorum of a governmental body and another person, during which public business or public policy over which the governmental body has supervision or control is discussed or considered, or during which the governmental body takes formal action, or except as otherwise provided by this provision, a gathering:

1. That is conducted by the governmental body or for which the governmental body is responsible;
2. At which a quorum of members of the governmental body is present;
3. That has been called by the governmental body; and
4. At which the members receive information from, give information to ask questions of, or receive questions from any third person, including an employee of the governmental body, about the public business or public policy over which the governmental body has supervision or control.

Gov't Code 551.001(3)– (4)A "meeting" occurs when:

A quorum of members of the Board deliberate with each other or with any other person; and

Such quorum discusses, considers, or takes formal action on public business or public policy that the Board supervises or controls.

a.b. "Deliberation" means an verbal or written exchange, verbal, electronic or otherwise, between a quorum of Board members, (or between a quorum of the Board and another person, them and any other person) concerning any issue within the jurisdiction of the Board or any public business.

No deliberation that affects public business is allowed to take place in any setting other than a duly posted meeting of a quorum of Board members.

3. TIME AND LOCATION. Unless otherwise provided, the regular meeting of the Board shall be held on the fourth Monday of each month in the Administration Boardroom, Room 129 at the Appomattox Meeting Room or other buildings of the College at a time set by the Board. Such meetings may be recessed from day to day until the completion of business. The time for special and emergency meetings of the Board shall be as stipulated in the notice for the meeting.

4. NOTICE. Written notice of all meetings shall be posted at the central administration

building and the website by the Board Clerk. Furthermore, notice shall be furnished for posting to the Galveston County Clerk and to the media upon request. Notice of all meetings shall provide for the possibility of a closed or executive session during an open meeting, as provided by law.

5. VOTING. Each Trustee's vote, or failure to vote, shall be recorded by name. No proxy votes shall be allowed. Other than situations in which a two-thirds vote is required, a majority vote of the total membership of the Board will be required in order for the Board to act.

6. ORDER OF BUSINESS. The Board Chair and the President shall decide the order of business for meetings.

7. AGENDA. At the direction of the Board Chair, the President shall prepare and present an agenda at least seven (7) calendar days prior to the regular Board meeting. An item shall be added to the agenda by written request of any other Board member submitted to the President or Board Chair at least seven (7) calendar days prior to the meeting.

8. RULES OF ORDER. Robert's Rules of Order (most current edition) shall constitute the rules of procedure applicable to all meetings of the Board, when not in conflict with any provisions of law or these bylaws. The Board may suspend the rules, as needed, by a two-thirds vote of the composition of the full Board.

9. MINUTES AND RECORDINGS. The Board shall prepare and keep minutes and/or make a recording of each open meeting. The minutes and recordings are public records and shall be available for public inspection and copying upon request to the Board office. Any person in attendance can make an audio or video recording of any or all of an open meeting, subject to reasonable rules adopted by the Board to maintain order.

10. SPECIAL MEETINGS. Special meetings of the Board may be called by either the Board Chair at his/her own discretion, or by the independent requests of two (2) Trustees who must call for the meeting in writing submitted to the Board Chair, specifying the date, time, place, and purpose of the meeting. Special meetings must be duly posted.

11. EMERGENCY MEETINGS. Notice of all emergency meetings shall include the date, hour, place, and subject of the meeting. Such notice will also express the nature of the emergency or urgent public necessity which requires an emergency meeting. Such notice of an emergency meeting will be posted in accordance with the Texas Open Meetings Act. The presiding officer or member calling such meetings shall initiate notification to all news media which have previously requested such notice. Emergency postings must be approved by Board Counsel.

12. CLOSED MEETINGS/EXECUTIVE SESSION. Trustees, employees and agents of the College shall not divulge to any person the substance of matters discussed at any closed meeting, except as otherwise required or allowed by law. Closed meetings shall be held as allowed by law to have discussions and deliberations of College matters that cannot be made public. A further objective would be to protect the attorney-client privilege recognized by law.

13. PROHIBITIONS. No Board member shall knowingly call or aid in calling or organizing

a closed meeting that is not permitted under the Open Meetings Act. No Board member shall knowingly close or aid in closing a regular meeting to the public (except as permitted under the Open Meetings Act). No Board member shall participate in a closed meeting that is not permitted under the Open Meetings Act.

14. CITIZEN PARTICIPATION. The Board shall provide opportunities at its meetings for citizens to address the ~~Board, but~~ Board but may shall impose reasonable restraints on the ~~number,~~ length, and order frequency of presentations, so long as it does not unfairly discriminate among views seeking expression.

BOARD'S RESPONSE. Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with notice of the meeting.

DISRUPTION. It is a criminal offense for a person, with intent to prevent or disrupt a lawful meeting, to substantially obstruct or interfere with the meeting by physical action or verbal utterance. The Board may immediately remove from the meeting any person causing a substantial disruption.

14.15. SOCIAL FUNCTIONS AND RELATED EVENTS. The Board may congregate for social functions, such as meals or festivities, but shall refrain from discussing issues under consideration by the Board for a Board vote. Trustees may gather in a quorum at a social function unrelated to the public business of the College, or at a regional, state or national convention or workshop, or at a candidate forum, appearance, or debate to inform the electorate, if formal action is not taken and any discussion of public business is incidental to the social function, convention, workshop, ceremonial event, press conference, forum, appearance, or debate. Such gatherings are not "meetings" under the law and no public notice is required to attend such gatherings. (~~Tex.~~ Govt. Code 551.001(4)).

Article I: Board Operations

1. EVALUATION. The Board shall, on a regular basis, evaluate the efficiency and effectiveness of Board operations for the benefit of the College. With the assistance of the President's staff, operations shall be continuously streamlined and modernized for the efficient dispensation of College business. The community image of the College and the Board shall be periodically assessed for possible changes in Board operations.

2. EFFICIENCY. For maximum efficiency, the following rules of operation shall be followed:

a. Board Meetings.

- i. All Board meetings shall begin promptly.
- ii. Meetings shall be held during hours appropriate for maximum Board involvement and public participation.

b. Board Agenda.

- i. The agenda must be officially posted 72 hours prior to the meeting, in accordance with the requirements of the Texas Open Meetings Act. For an emergency meeting, the agenda must be posted 2 hours in advance. Emergency postings must be approved by Board Counsel.
- ii. Supplementary (or explanatory) information should be sent to Trustees well in advance of the general meeting.
- iii. Trustees shall be provided with all necessary background information on any issue being considered for a vote, no later than five days prior to said vote.
- iv. Agenda items shall have policy referral numbers for easy reference by Trustees.
- v. Fiscal impact for agenda items shall be clearly provided for each agenda item.

c. Consent Agenda. In an effort to streamline the regular agenda to allow Trustees to focus on critical issues, committee recommendations and routine agenda items shall be placed on the consent agenda.

3. PUBLIC STATEMENTS AND THE MEDIA. The Board shall be encouraged to speak with one voice, through the Board Chair (or in his or her absence, the Vice-Chair), regarding College matters before the press.

4. TRAINING. The Board recognizes its responsibility to be actively and continuously engaged in developing individual board member's skills and knowledge by keeping them abreast of new developments in fiduciary, governance, and ethics laws, norms and best practices. The Board shall, therefore, have an orientation and development process in place. Board members may also attend regional, state, or national

conventions, conferences, and workshops, and will be reimbursed for reasonable travel expenses for attendance at such as provided in the Board Compensation and Expenses Policy. See Board Policy BBG (Local) and DEE (Local). On an annual basis, Board Counsel will review all policies that address Board operations and will carry out, any necessary training for the Trustees and Staff, as follows:

- a. **General Requirement.** Each Trustee shall participate in the COM Annual Trustee Orientation program, a training session of at least two hours conducted by Board counsel and other independent professionals, as needed. The program will include ethics training and finance training.
- b. **Mandatory Open Government Training.** Each Trustee shall, pursuant to Texas law, complete two hours of open government training, one hour each on open meetings and the public information act. This training must be completed within 90 days of being sworn in to serve. The Office of the Attorney General provides free online or video training to satisfy this requirement.
- c. **Mandatory Training with Texas Higher Education Coordinating Board.** Within the first two years of service, each Trustee shall, pursuant to Texas law, complete a training program established by the Texas Higher Education Coordinating Board pursuant to Section 61.084 of the Texas Education Code. Board members taking office on or after January 1, 2016, must complete this training within the first year of service. The minutes of the last regular meeting of the calendar year must reflect whether each required member completed the training. Training via electronic means is also acceptable.
- d. **Mandatory Investment Training.** Within six months after taking office or assuming duties, each Trustee shall, pursuant to the Public Funds Investment Act (Texas Government Code, Chapter 2256), complete at least one training session relating to the Trustee's investment responsibilities, including training in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio, and compliance with Chapter 2256 of the Texas Government Code.
- e. **Mandatory Cybersecurity Training.** At least once each year, each governing board member who holds either an elective or appointive position must complete a certified cybersecurity training program.

5. SELF-ASSESSMENT OF THE BOARD. The Board shall evaluate its own performance and shall establish its goals on a yearly basis. The self-assessment of the Board shall consist of:

- a. Review of the Board Bylaws.
- b. An assessment of Board expenditures and savings for the year.
- c. An estimation of Board budgetary needs for the following year.
- d. An evaluation of Board accomplishments in setting policy, uniting the community in and out of the College, managing debt, and improving the College.

- e. An assessment of Board Governance and Operations.
- f. An assessment of the Board Office functions (Board office staff shall be evaluated by the President).

6. REQUESTS FOR DOCUMENTS. The College is committed to assuring open and public access to all records of the College to the extent permitted by law. The Board Chair will review each request for documents submitted by a Board member, and if the Board Chair determines that the request does not reasonably relate to official Board member issues, he or she will instruct the Board member submitting the request to submit an Open Records request in compliance with the Texas Public Information Act. The Board member must submit their request in accordance with the provisions of the Act and any existing COM Open Records policy. In addition, the Board member shall be solely responsible for any fees and costs associated with the request. The President's office shall notify each Board member of all requests for documents from a Board member and shall make a copy of responsive documents available to all Board members at their request.



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 25, 2021
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Procurement Method for Math Science Abatement and Demo

FUNDING SOURCE:

2018 Bond

PURPOSE:

To comply with Government Code 2269.251 for the selection of a procurement method supporting projects identified in the Master Plan.

PROPOSED MOTION:

“I move the Board of Trustees Approve the procurement method of utilizing a Competitive Sealed Proposal Process for the abatement and demolition of the Math Science building.”

BACKGROUND:

The renovation of the Math Science building was originally identified in the Master Plan. However, as a result of recent asbestos discovered, COM Administration has determined the demolition of the building is in the best interest of the college campus. In order to begin the initial phase of this project, Government Code 2269 requires the Board of Trustees to select a procurement method for an individual project, a series of projects in a bond issue, or for all construction projects by means of a Board action, without delegation to administration. There are three procurement options that can be used when contracting services in support of construction projects.

- Option 1: Request for Bid (RFB) for competitive bidding whereby *evaluation criteria is not referenced* and contract award is *based on price alone*.
- Option 2: Request for Competitive Sealed Proposals (RFCSP) whereby *specific evaluation criteria is referenced* and contract award is *based on a best value analysis* of each proposal supported by weighted evaluation criteria.

- Option 3: Utilize Contract-Manager-At Risk whereby the institution must contract with an architect or engineer for design and construction phase services, yet contracts separately with a Contract Manager-At-Risk to serve as the primary general contractor to provide consultation during the design and construction, rehabilitation, alteration, or repair of a facility whereby a *two-step method for a Request for Qualification (RFQ)* is typically used to determine the most qualified general contractor *based on specific evaluation criteria* set forth in the RFQ documents.

In this case, the Request for Competitive Sealed Proposal (RFCSP) procurement method is recommended, by which a government entity requests proposals, ranks the offerors, negotiates as prescribed and then contracts with a general contractor for the construction, rehabilitation, alteration, or repair of a facility, in accordance with Government Code 2269 Subchapter D. A recommendation for contract award will be presented to the Board for final approval once proposals are evaluated. The selected Contractor will then coordinate all efforts related to project planning, selection of personnel and subcontractors to perform the subject project, while maintaining costs and schedule in tandem with COM Administration, CBRE Heery Program Manager and PBK.



PRESIDENT'S OFFICE

Minute Order

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 25, 2021
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Increase Contract 18-18: Blackboard Software

FUNDING SOURCE:

Fiscal Year 21-22 Operating Budget 11-0-0000-1110-5325

PURPOSE:

Provide contract funding to support virtual learning environment storage cost associated with the Black Board platform for 2021-2022

PROPOSED MOTION:

"I move the Board of Trustees approve an increase to Contract 18-18 for an additional \$8,000.00 and a revised contract amount not-to-exceed \$322,000.00."

BACKGROUND:

In August 2018 the Board of Trustees approved the subject contract 18-18 to purchase Blackboard software modules including Collaborate/Learn, Grades Journey Extract and Blackboard Ally for a period of four years for an amount not-to-exceed \$290,000. In October 2020 the Board of Trustees approved a contract increase for additional storage resulting in a revised contract amount of \$314,000. Because COVID 19 conditions continued, ongoing virtual instruction was necessary, resulting in storage demands of the software to increase. Therefore, it is recommended to increase the storage limitations for an additional terabyte allowance in the 21-22 contract year. The increase of \$8,000.00 will revise the contract value from \$314,000.00 to \$322,000.00.

ATTACHMENT: Blackboard Invoice 1371059

Blackboard
 Blackboard Inc.
 11720 Plaza America Drive
 Floor 11
 Reston, VA 20190
 United States

INVOICE

Invoice Date:	Sep 6, 2021
Invoice Number:	1371059
Customer No:	306051
Customer PO:	
Payment Terms:	Net 30
Due Date:	Oct 6, 2021
Project ID:	

Bill To
 College of the Mainland
 Bradley Denison
 1200 Amburn Road
 Texas City TX 77591-2435
 United States

Billing Questions
 Email: Operations@blackboard.com
 GST (CANADA):86533 4619 RT0001;BC PST10163504

Please Remit

Checks:
 Blackboard Inc
 P.O. Box 200154
 Pittsburgh, PA 15251-0154
 United States

Electronic Fund Transfers:
 Account Name: Blackboard Inc.
 Account Number: 3300605682
 ABA Wires & ACH: 121140399
 Swift Code: SVBKUS6S
 Bank Name: Silicon Valley Bank
 Bank Address:3003 Tasman Drive
 Santa Clara, CA 95054

Quantity	UOM	Product Code	Description	Net Amount
1.00	EA	AS-HST-STO1TB-SAAS	SAAS ADDITIONAL STORAGE 1TB	8,000.00
Subtotal:				USD 8,000.00
Amount Due:				USD 8,000.00

Notwithstanding the amounts set forth in this invoice, you may owe additional amounts for your usage to date and, additionally, this invoice does not contemplate amounts owed for any future overages. Blackboard reserves all rights to invoice for these additional amounts. Please indicate your institution name and invoice number(s) on remittance to ensure proper application of payment. Failure to comply with this request may result in returned payment.



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 25, 2021
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval of Contract 22-07 for the purchase of Server Hardware, Installation, and Migration Services for the Industrial Careers Building (ICB)

FUNDING SOURCE:

Minority Serving Institutions HEERF (Cares/CRSSA/ARP) Grant

PURPOSE:

Turnkey service to replace existing server hardware with current generation hardware for the Industrial Careers Building (ICB) datacenter. The hardware will support the production virtual server environment. The purchase includes 5 years of VMware licensing and 24/7, 4-hour pro support.

PROPOSED MOTION:

"I move the Board of Trustees approve the purchase of Server Hardware, Installation, and Migration Services in an amount not to exceed \$220,000.00."

BACKGROUND

The College has been using Dell blade servers in 4-bay chassis configurations for the production virtual server environment since 2015. The majority of these systems will be ineligible for original equipment manufacturer (OEM) support in 2022. Dell has discontinued these system configurations. Therefore, current generation devices are the solution recommended for the new Industrial Careers building. In order to diminish disruption to business operations caused by physically moving the production servers in the Spring of 2022, Information Technology Systems will build a new server/storage system in the ICB using the new devices and migrate the virtual environment over the network to the new datacenter. ITS solicited 3 quotes from DIR contractors. World Wide Technology (WWT) and Sequel Data provided responsive quotes for both equipment and services. However, Dell and Waypoint were non-responsive to the request for services. ITS recommends World Wide Technology (WWT) for this turnkey procurement because they responded with a detailed estimate to meet the statement of work requirements, including but not limited a consistent platform infrastructure for the equipment and services in comparison to the Sequel Data proposal.

Vendor	Servers	Switches	Services	Total
WWT	\$ 125,153.80	\$ 34,326.48	\$ 40,960.00	\$ 200,440.28
Dell	\$ 128,957.40	\$ 38,473.18	N/A	\$ 167,430.58
Waypoint	\$ 140,000.00	\$ 46,000.00	N/A	\$ 186,000.00
Sequel	\$ 138,334.05	\$ 19,694.40	\$ 40,000.00	\$ 198,028.45

World Wide Technology (WWT) is an authorized vendor under the Department of Information Resources (DIR). Therefore, this is considered a competitive procurement under Texas Education Code 44.031.

ATTACHMENTS

1. WWT Quotes
2. DIR Contract

1200 Amburn Road • Texas City, TX 77591 • 409-938-1211 • 1-888-258-8859 • www.com.edu



Sales Quotation

Quote # 5802523.2
 Quote Date OCT-15-2021
 Expiration Date NOV-14-2021
 Quote Name Servers, VMware, and Switches
 Texas DIR - Dell
 Contract DIR-TSO-3763 - C000000181182
 Exp Date: 01/10/2022

Submitted By

ISR Zachary (Zach) Meier
 (618) 823-4258
 Zach.Meier@wwt.com
 AM Edgar Antonio Romero
 Edgar.Romero@wwt.com

Submitted To

College of the Mainland Community College

Issue PO To

World Wide Technology, LLC.
 1 World Wide Way
 Saint Louis, MO 63146 US

LINE #	MANUFACTURER PART #	MANUFACTURER	QTY	CUST. PRICE	EXT. PRICE
Servers					
1	379-BEIC	DELL	5	\$25,030.76	\$125,153.80
	Description: 8x2.5 Front Storage				
2	379-BDSS	DELL	5	\$0.00	\$0.00
	Description: SAS/SATA Backplane				
3	379-BDTE	DELL	5	\$0.00	\$0.00
	Description: No Rear Storage				
4	210-AZKL	DELL	5	\$0.00	\$0.00
	Description: PowerEdge R650xs				
5	461-AAIG	DELL	5	\$0.00	\$0.00
	Description: Trusted Platform Module 2.0 V3				
6	321-BGQJ	DELL	5	\$0.00	\$0.00
	Description: 2.5" Chassis with up to 8 Hard Drives (SAS/SATA), 2 CPU				
7	338-CBWL	DELL	5	\$0.00	\$0.00
	Description: Intel Xeon Silver 4316 2.3G, 20C/40T, 10.4GT/s, 30M Cache, Turbo, HT (150W) DDR4-2666				
8	338-CBWL	DELL	5	\$0.00	\$0.00
	Description: Intel Xeon Silver 4316 2.3G, 20C/40T, 10.4GT/s, 30M Cache, Turbo, HT (150W) DDR4-2666				

LINE #	MANUFACTURER PART #	MANUFACTURER	QTY	CUST. PRICE	EXT. PRICE
9	379-BDCO	DELL	5	\$0.00	\$0.00
	Description: Additional Processor Selected				
10	412-AAVR	DELL	5	\$0.00	\$0.00
	Description: Heatsink for CPU less than 185W				
11	412-AAVR	DELL	5	\$0.00	\$0.00
	Description: Heatsink for CPU less than 185W				
12	370-AAIP	DELL	5	\$0.00	\$0.00
	Description: Performance Optimized				
13	370-AEVR	DELL	5	\$0.00	\$0.00
	Description: 3200MT/s RDIMMs				
14	780-BCDN	DELL	5	\$0.00	\$0.00
	Description: RAID 1				
15	405-AAUZ	DELL	5	\$0.00	\$0.00
	Description: PERC H745 Controller, Front				
16	750-ACFR	DELL	5	\$0.00	\$0.00
	Description: Front PERC Mechanical Parts, front load				
17	384-BBBL	DELL	5	\$0.00	\$0.00
	Description: Performance BIOS Settings				
18	800-BBDM	DELL	5	\$0.00	\$0.00
	Description: UEFI BIOS Boot Mode with GPT Partition				
19	384-BCTN	DELL	5	\$0.00	\$0.00
	Description: Standard Fan x7				
20	450-AIQZ	DELL	5	\$0.00	\$0.00
	Description: Dual, Hot-plug, Redundant Power Supply (1+1), 1400W, Mixed Mode				
21	330-BBSZ	DELL	5	\$0.00	\$0.00
	Description: Riser Config 3, 1xOCP 3.0(x16)+ 2x16LP				
22	329-BGEZ	DELL	5	\$0.00	\$0.00
	Description: PowerEdge R650xs Motherboard				

LINE #	MANUFACTURER PART #	MANUFACTURER	QTY	CUST. PRICE	EXT. PRICE
23	385-BBQV	DELL	5	\$0.00	\$0.00
	Description: iDRAC9, Enterprise 15G				
24	540-BCOC	DELL	5	\$0.00	\$0.00
	Description: Broadcom 57414 Dual Port 10/25GbE SFP28, OCP NIC 3.0				
25	325-BCHH	DELL	5	\$0.00	\$0.00
	Description: Standard Bezel				
26	350-BCEN	DELL	5	\$0.00	\$0.00
	Description: Dell EMC Luggage Tag (x8 or x10 chassis)				
27	350-BCEL	DELL	5	\$0.00	\$0.00
	Description: Quick Sync 2 (At-the-box mgmt)				
28	379-BCSF	DELL	5	\$0.00	\$0.00
	Description: iDRAC,Factory Generated Password				
29	379-BCQY	DELL	5	\$0.00	\$0.00
	Description: iDRAC Group Manager, Disabled				
30	634-BWZG	DELL	5	\$0.00	\$0.00
	Description: VMware ESXi 7.0 U2 Embedded Image (License Not Included)				
31	605-BBFN	DELL	5	\$0.00	\$0.00
	Description: No Media Required				
32	770-BCJI	DELL	5	\$0.00	\$0.00
	Description: ReadyRails Sliding Rails Without Cable Management Arm				
33	770-BDZL	DELL	5	\$0.00	\$0.00
	Description: Cable Management Arm				
34	429-AAIQ	DELL	5	\$0.00	\$0.00
	Description: No Internal Optical Drive				
35	631-AACK	DELL	5	\$0.00	\$0.00
	Description: No Systems Documentation, No OpenManage DVD Kit				
36	340-CUQU	DELL	5	\$0.00	\$0.00
	Description: PowerEdge R650xs Shipping				

LINE #	MANUFACTURER PART #	MANUFACTURER	QTY	CUST. PRICE	EXT. PRICE
37	343-BBRH	DELL	5	\$0.00	\$0.00
	Description: PowerEdge R650xs x8 Shipping Material				
38	389-DYLY	DELL	5	\$0.00	\$0.00
	Description: 1U No CCC or CE Marking				
39	389-DYMB	DELL	5	\$0.00	\$0.00
	Description: Dell/EMC label (BIS) for Chassis				
40	332-1286	DELL	5	\$0.00	\$0.00
	Description: US Order				
41	859-8667	DELL	5	\$0.00	\$0.00
	Description: Dell Hardware Limited Warranty Plus Onsite Service				
42	859-8702	DELL	5	\$0.00	\$0.00
	Description: ProSupport Mission Critical 4-Hour 7x24 Onsite Service with Emergency Dispatch 2 Years Extended				
43	859-8704	DELL	5	\$0.00	\$0.00
	Description: ProSupport Mission Critical 4-Hour 7x24 Onsite Service with Emergency Dispatch 3 Years				
44	859-8713	DELL	5	\$0.00	\$0.00
	Description: ProSupport Mission Critical 7x24 Technical Support and Assistance 5 Years				
45	975-3462	DELL	5	\$0.00	\$0.00
	Description: Dell Limited Hardware Warranty Plus Service, Extended Year(s)				
46	989-3439	DELL	5	\$0.00	\$0.00
	Description: Thank you choosing Dell ProSupport. For tech support, visit //www.dell.com/support or call 1-800- 945-3355				
47	900-9997	DELL	5	\$0.00	\$0.00
	Description: On-Site Installation Declined				
48	370-AEVP	DELL	40	\$0.00	\$0.00
	Description: 64GB RDIMM, 3200MT/s, Dual Rank				
49	400-AZUT	DELL	10	\$0.00	\$0.00
	Description: 480GB SSD SATA Mix Use 6Gbps 512 2.5in Hot-plug AG Drive, 3 DWPD,				
50	492-BBDI	DELL	10	\$0.00	\$0.00
	Description: C13 to C14, PDU Style, 12 AMP, 6.5 Feet (2m) Power Cord, North America				

LINE #	MANUFACTURER PART #	MANUFACTURER	QTY	CUST. PRICE	EXT. PRICE
51	540-BBVK	DELL	5	\$0.00	\$0.00
	Description: Broadcom 57414 Dual Port 10/25GbE SFP28 Adapter, PCIe Low Profile				
52	470-ACEV	DELL	20	\$0.00	\$0.00
	Description: Dell Networking, Cable, SFP28 to SFP28, 25GbE, Passive Copper Twinax Direct Attach Cable, 3 Meter				
53	528-CKCQ	DELL	10	\$0.00	\$0.00
	Description: VMware vSphere 7 Enterprise Plus for 1 CPU, up to 32 cores, 5 Year License and Maintenance				
54	528-CKBV	DELL	5	\$0.00	\$0.00
	Description: VMware vCenter Server 7 Standard for vSphere 7 (Per Instance), 5 Year Lic and Sub				
					SUBTOTAL : \$125,153.80

Switches

55	210-APEX	DELL	2	\$8,201.44	\$16,402.88
	Description: Dell EMC S5248F-ON Switch, 48x25GbE SFP28, 4x100GbE QSFP28, 2x100GbE QSFP-DD, IO to PSU, 2xPSU, OS10				
56	343-BBRX	DELL	2	\$0.00	\$0.00
	Description: VLT Tech Sheet Document				
57	343-BBLP	DELL	2	\$1.00	\$2.00
	Description: Dell EMC S52XX-ON Series User Guide				
58	634-BRUN	DELL	2	\$2,254.69	\$4,509.38
	Description: OS10 Enterprise, S5248F-ON				
59	818-4856	DELL	2	\$24.80	\$49.60
	Description: Dell Hardware Limited Warranty 1 Year				
60	818-4898	DELL	2	\$72.91	\$145.82
	Description: ProSupport Plus:Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch,1 Year				
61	818-4905	DELL	2	\$5,069.36	\$10,138.72
	Description: ProSupport Plus Mission Critical:7x24 HW/SW Technical Support and Assistance, 5 Years				
62	818-4906	DELL	2	\$429.69	\$859.38
	Description: ProSupport Plus:Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch, 4 Years Extended				
63	951-2015	DELL	2	\$0.00	\$0.00
	Description: Thank you for choosing Dell ProSupport Plus. For tech support, visit //www.dell.com/contactdell				

LINE #	MANUFACTURER PART #	MANUFACTURER	QTY	CUST. PRICE	EXT. PRICE
64	975-3461	DELL	2	\$0.00	\$0.00
	Description: Dell Limited Hardware Warranty Extended Year(s)				
65	997-6306	DELL	2	\$0.00	\$0.00
	Description: Info 3rd Party Software Warranty provided by Vendor				
66	825-8623	DELL	2	\$0.00	\$0.00
	Description: Certified Deployment Partner T1 or Distributors				
67	848-8536	DELL	2	\$1,014.04	\$2,028.08
	Description: 5 Years ProSupport Plus OS10 Enterprise Software Support-Maintenance				
68	470-ABOU	DELL	2	\$77.67	\$155.34
	Description: Dell Networking Cable, 100GbE QSFP28 to QSFP28, Passive Copper Direct Attach Cable, 0.5 Meter				
69	470-ACET	DELL	4	\$28.81	\$115.24
	Description: Dell Networking, Cable, SFP28 to SFP28, 25GbE, Passive Copper Twinax Direct Attach Cable, 2 Meter				
70	450-AAFH	DELL	2	\$5.01	\$10.02
	Description: Power Cord, 125V, 15A, 10 Feet, NEMA 5-15/C13				
71	450-AAFH	DELL	2	\$5.01	\$10.02
	Description: Power Cord, 125V, 15A, 10 Feet, NEMA 5-15/C13				
SUBTOTAL : \$34,426.48					

TOTALS	
Subtotal	\$159,580.28
Estimated Shipping	\$0.00
Estimated Tax	\$0.00
Total Price	\$159,580.28

This quote is WWT Confidential Information.

Seller provides all products and original manufacturer services to Buyer only in accordance with any applicable original manufacturer terms and conditions within the applicable end user license agreement, terms of service, or similar legal instrument.

Unless expressly stated herein, price quotes are valid for 30 days and are subject to change thereafter.

Due to recent trade tensions between the US and China, increasing tariffs have been levied on goods manufactured in each country that are imported into the other. As a result, prices quoted are subject to adjustment for changes in the tariff rates.

Unless expressly stated herein, prices do not include, and Buyer is responsible for, any and all taxes, handling, shipping, transportation, duties or other charges or fees relating to the sale and delivery of products.

Products may only be returned in accordance with the original manufacturer's RMA policy.

Items returned after 30 days of receipt may not be returnable due to vendor restrictions.

All delivery dates are approximate and not guaranteed.

Products will be shipped in accordance with FCA WWT's shipping point (Incoterms 2010), unless otherwise stated herein or agreed to by both parties in writing in a contract. Title and risk of loss will transfer to Buyer at WWT's shipping point.

Payment terms are net 30, unless otherwise agreed to by both parties in writing.

All products and services are provided to Buyer in accordance with Seller's terms of sale at <https://www.wwt.com/TermsAndConditions/TermsAndConditions.doc> ; provided that, if Buyer has a master agreement in place with WWT, the master agreement will apply in lieu thereof.

State Fees include Electronic Waste Fees specific to each state that fund recycling programs for Electronic Waste such as computers, monitors, televisions, audio equipment, printers, and other electronic devices as required by law. CA charges an Electronic Waste Fee for Monitor disposal.

As you may be aware, global supply chains across all industries are facing uncertain impacts from the Coronavirus. WWT is monitoring the situation closely and is in constant contact with our suppliers and partners so that quoted lead times are as accurate as possible. Due to the quickly evolving nature of this situation, please be advised that it is possible that quoted lead times and delivery dates may change with little or no notice. WWT will continue to work with customers and suppliers/partners to evaluate options to minimize any impact.

Within the 30 day quote validity period WWT reserves the right to revise the quote due to exchange rate fluctuations.



College of the Mainland

Dell Server and PowerStore Installation

October 14, 2021

PRESENTED BY

Zach Meier
Account Manager
World Wide Technology, LLC
Zack.Meier@wwt.com
www.wwt.com

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1 Project Scope

This Statement of Work (SOW) defines the services that World Wide Technology, LLC (WWT), will deliver to College of the Mainland (or Customer). Each of the parties' responsibilities is defined to provide a clear understanding of the scope of Dell Server and PowerStore Installation services.

The pricing submitted with this SOW reflects the services and responsibilities described herein. WWT will strive to meet College of the Mainland schedule requirements; however, actual project dates will be subject to availability of materials and resources and College of the Mainland attention to its responsibilities.

This SOW references College of the Mainland OMNIA Partners R210407.

1.1 Project Description

This Subject Matter Expert (SME) SOW defines the services WWT will execute based on Customer requirements.

1.2 Deliverables

Activities related to scheduled tasks will support the deliverables necessary for a successful project

- Project Initiation/Project Kick Off
- As-Built Documentation
- High-Level Design (HLD)
- Low-Level Design (LLD)
- Acceptance Testing Procedures (ATP)

Customer has full ownership rights to the Deliverables set out above. Notwithstanding any contrary or contradictory terms in any other contract, agreement or otherwise, no other intellectual property is transferred hereunder. For purposes of clarity, WWT retains all rights to its intellectual property including, but not limited to, skill sets, tools, know-how, methodologies, processes, and any improvements, enhancements, and other modifications thereto.

1.3 Project Planning

WWT follows a project initiation process that begins with planning the project with the key stakeholders. The process begins with planning a project initiation with College of the Mainland during which all requirements, dependencies, success criteria, as well as challenges and risks to the project will be identified and planned.

The project initiation will consist of the following tasks:

- Define roles and responsibilities of the project core team
- Articulate project objectives, priorities, technologies being deployed, and key deliverables
- Identify the work required to achieve the project goals

- Establish a high-level schedule for the project
- Develop strategies for mitigating major project risks
- Plan the project success criteria
- Understand project dependencies
- WWT and College of the Mainland will jointly define the due dates for College of the Mainland owned prerequisites. College of the Mainland understands these dates are required to achieve the project outcome and may trigger changes to the project scope

1.3.1 Project Sites

The below site(s) are in scope for this service offering. Modifications to sites, scope or level of effort will be managed through the Change Control process.

- College of the Mainland, Texas City, Texas

1.4 Design

In the Design Phase, WWT identifies the components necessary to meet the project requirements.

Once the needed information is gathered, diagrams of the solution will be provided and modified as needed in the LLD process. The LLD will take the high-level information and create applicable templates for the design components and applications that will be used in the implementation phase of the project. Once the LLD is complete, the templates created from that process will be used to implement the solution.

1.4.1 Integration and Configuration Documentation

In the configuration management stage, WWT engineers will utilize the templates generated in the LLD process to furnish a comprehensive set of configurations that can be applied to the components of the solution.

1.5 Project Tasks

- Project kickoff
 - Hardware scope
 - One (1) PowerStore flash array
 - Two (2) PowerOn Switch
 - Five (5) Dell Servers
- Discuss and evaluate high level network design
 - Uplink connectivity requirements
 - IP Scheme / Vlans / SVIs / L3 Gateways
 - Discuss DCI connectivity and available bandwidth
 - Network services: DHCP, NTP, DNS, Syslog, etc.
- Discuss and evaluate storage requirements
 - Storage connectivity
 - VMware datastore layout / size
- Discuss and evaluate VMware environments

- Validate requirements for enhanced link mode to existing environment
- Identify target VMware versions
- Confirm required licensing
- Host design workshop with Customer's key stakeholders and technical leads with the following objectives:
- Develop High Level Design (HLD)
 - Design the Networking component of the solution
 - Design the PowerStore storage component of the solution
 - Design the VMware vSphere component of the solution
- Develop an implementation timeline and roadmap
- Develop Low Level Design (LLD)
- Develop Acceptable Test Plan
- Rack, stack, and cable all hardware identified during the Design Phase
- Install and configure Dell switching hardware
 - Connect and configure DCI links to existing data center
 - Provision required Vlan's / IP addressing / SVI's / L3 Gateways
 - Configure altering and monitoring
- Install and configure Dell PowerStore flash array
 - Perform initial configuration
 - Create initiator groups
 - Create LUNs for VMware datastores
 - Configure altering and monitoring
- Install and configure Dell servers
 - install VSphere
 - Configure 'Lights Out' management
 - Configure VMware management interface
- Install and configure VSphere
 - Deploy new VCenter
 - Join new Dell servers to VCenter
 - Complete configuration of VSphere on new Dell servers
 - Create VMware cluster with new Dell servers
 - Create virtual switches with appropriate port-groups
 - Attach PowerStore LUNs as datastores
 - Migrate Test VM to validate baseline configuration
- Migrate virtual machines from legacy environment to new data center
 - Configure enhanced link mode between legacy VCenter and new VCenter
 - Utilize VMotion to migrate VMs (up to 150) per customer instruction
- Execute ATP
 - There are twenty three (23) critical applications that must be accounted for during the cutover. These applications should be addressed in the ATP
- Provide day 2 support
- Provide knowledge transfer
 - One (1) session for up to four (4) hours
- Project Oversight and Support (Remote)
 - Conduct design reviews, as necessary, throughout the project duration
 - Provide weekly recurring oversight and support
 - Conduct Customer meetings and project governance
 - Provide deployment support during scheduled change windows

- Conduct documentation review with Customer

1.5.1 Testing

Utilizing the data obtained in the project initiation meeting, WWT will develop an ATP documentation package. The ATP package will include a document detailing test resource requirements, procedures, and expected results. The test plan document package will be reviewed by College of the Mainland to confirm both parties agree to the test plan criteria and methodologies. After reaching agreement, major changes to the ATP package as a result of a feature, application, or design change will go through a change control process to ensure no changes are implemented without having an agreed upon ATP.

1.5.2 Cutover Procedures

WWT will formally turn the site over to College of the Mainland for daily operational support after the successful testing of the solution. As-Built documentation will be provided for each installation as it is turned over, including e.g., design documents, configuration files, and diagrams. The actual As-Built deliverables and format will be determined during the Planning Phase.

1.6 Documentation

WWT employs a formal documentation development process, which utilizes a document change management tool to protect and control content production and editing. All documentation will be considered confidential and available for official use only, and with contributing staff unable to share data outside the project's Information Technology (IT) domain.

1.7 Out of Scope

The following items have been determined to be out of scope relative to this SOW and are identified in order to avoid any confusion.

- WWT does not require access to or receipt of any personally identifiable information, protected health information, sensitive Customer information or other structured personal or sensitive information as defined by applicable data protection laws ("Protected Data") in its performance of the Services hereunder. Access to or receipt of any Protected Data is expressly out of scope under this SOW. As such, Customer will not provide WWT with Protected Data or access to Protected Data hereunder and any such receipt or access will require prior agreement by both parties to determine applicable controls, processes, security measures, or other requirements
- Any work not specifically listed as a task in this document is considered out of scope
- No formal training will be provided

2 Customer Responsibilities

All services performed by WWT will be based on the following assumptions and Customer responsibilities:

- College of the Mainland will designate a single point of contact to whom all WWT communications may be addressed and who has the authority to act on all aspects of the services throughout the duration of the project; such contact shall be available during normal hours of business (Monday through Friday, 8:00am to 5:00pm local time, excluding holidays)
- College of the Mainland will have suitable technical staff as mutually agreed upon by both parties available for the duration of the engagement as defined by the project schedule. The College of the Mainland staff will need to participate in and support the various tasks of the project as required as defined by the project schedule or other tasks not directly stated, but have a direct impact on completion of this project
- College of the Mainland is responsible for the identification and interpretation of, and ensuring compliance with, all laws, statutes, rules, regulations and standards applicable to its or its affiliates' business or operations
- College of the Mainland will provide reasonable access to all College of the Mainland sites and facilities, including where applicable, computer equipment, telecom equipment, facilities, workspace and telephone for WWT's use during the project
 - College of the Mainland will on-board WWT employees based on identified need, including remote access, as mutually agreed by both parties during the course of the project
- College of the Mainland and WWT will jointly define standard configuration templates by the mutually agreed upon date defined during the project kick-off and documented in the project plan of record
- College of the Mainland and WWT will jointly define the required physical and logical site information by the mutually agreed upon date defined during the project kick-off and documented in the project plan of record
- College of the Mainland will have five (5) days to provide written feedback on all project artifacts, documents, or presentations developed or updated by WWT. If no feedback is provided, the item will be considered accepted by College of the Mainland. If possible, WWT will continue with other work on the project while waiting for comments or acceptance

Note: Success of the project is dependent on the responsibilities above. If responsibilities indicated above are not completed prior to the deployment date, the project timelines may need to be rescheduled based on WWT engineering availability.

3 Assumptions

In preparing this SOW, WWT made certain assumptions for items not expressly documented during discussions with College of the Mainland. Changes to these assumptions may affect scope and cost.

- WWT will not be responsible for any project delays or costs caused by failure to deliver or by delayed provision of information, systems, or feedback from College of the Mainland or third party vendors
- Tasks will be completed during normal business hours between 8:00 a.m. and 5:00 p.m. project site local time, Monday through Friday, excluding WWT-observed holidays, unless otherwise negotiated and noted in this SOW
- Changes to the scope of work identified during the project will require a Change Order Form that could affect the schedule, milestone, or cost of the project

- WWT will assign all staff resources as to best-fit total requirements and no individual employee is being specifically promised or quoted for this project
- WWT shall rely upon any standard operating procedures or practices of College of the Mainland and any direction or regulatory or other guidance provided by College of the Mainland as agreed to during the project kickoff
- Any configuration or modification made by WWT to any third party software or materials provided by College of the Mainland or work incorporating such items will be subject to the ownership and other rights agreed to by College of the Mainland with the applicable third party. College of the Mainland understands any such configuration or modification may negate the third party warranty and/or support, and WWT will hold no liability for any configuration or modification performed at College of the Mainland's direction
- WWT is not providing any warranty regarding, and is not liable for, any third party or College of the Mainland software, documentation, equipment, tools or other products or materials, even if recommended by WWT
- Time estimates for the implementation of the solution do not include time required for Customer change control processes. Any change control process delays that impact the time and level of effort to deliver the solution will incur a change order for the time difference
- WWT may deliver the Services through a combination of employees, contractors, and subcontractors working under WWT's direction, at WWT's discretion
- The services may include advice and recommendations, but all decisions in connection with the implementation of such advice and recommendations will be the responsibility of, and made by, College of the Mainland
- All business days worked as part of this project will be consecutive unless agreed to in advance by both College of the Mainland and WWT
- Upon completion of installation and configuration of the solution, WWT will present College of the Mainland with an ATP. Both parties will complete the ATP with identified representatives signing off on each portion of testing, validating the successful certification of each task documented in the ATP document
- Knowledge transfer will not include any courseware or formal lab manuals. It will be hands-on knowledge transfer on the deployed solution within the College of the Mainland environment. This is an informal sharing of information between technical peers and is intended to supplement but not replace any manufacturer's formal system implementation or administration classes. Formal classroom offerings may be offered and scheduled through WWT
- Onsite work will occur at one (1) physical location unless otherwise specified
- If at any time, the United States Government or its duly appointed representatives issues a safety, terrorism, tariff, or other legally binding statement that impacts WWT's ability to transact business in the effected country, WWT reserves the right the defer or exclude scope obligations for the countries impacted. WWT will reduce the cost commensurate with the reduced scope
- This SOW has been developed based on the assumption that there are no scheduled cutover/change windows or change control requirements. If change control or scheduled cutovers are required, this will be managed through the Change Order process

In addition to and notwithstanding any contrary provisions in the Master Agreement including, but not limited to, any Force Majeure clause, the parties agree to work in good faith to address any direct or indirect impacts to the Services or Deliverables due to COVID-19. Such impacts may include, but are not limited to, quarantine restrictions or other restrictions, requirements, or

recommendations from federal, state, or local health agencies or other advisory or regulatory entities. Without limiting the foregoing, WWT reserves the right to submit a Change Request to Customer if, at any time, COVID-19 impacts WWT's activities and/or rights and obligations - financial, operational, or otherwise - contemplated under this SOW. Impacts may include, but are not limited to, the inability to access and perform onsite services, travel and logistical complications, delays, cost increases, or changes or reductions in scope. Customer's approval of such Change Requests shall not be unreasonably withheld. While WWT will reduce costs commensurate with any reduction in scope, WWT shall not be liable for any claims or damages of any kind due to any inability to perform the Services or provide the Deliverables. The parties agree to work in good faith to reduce any disruption to the Services. Where feasible and reasonable, Customer agrees to provide access sufficient to allow WWT to perform Services remotely and/or waive or reschedule applicable training and other on-site requirements.

4 Pricing Summary

This is a Time and Expenses effort as described above. Costs for hardware and software are not included in WWT's fees.

Work will be performed at College of the Mainland facilities in the location(s) listed in the Project Sites section and/or remotely

The hourly labor rates for this effort are as follows:

Professional Services

Resource	Hourly Rate	Estimated Hours	Total
VMware and Storage Engineer	\$256.00	160	\$40,960.00
Estimated Total			\$40,960.00

Note:

- Pricing shown in U.S. dollars. Pricing is valid for ninety (90) days from the date of the SOW
- Taxes are not included in the above pricing
- An invoice will be generated monthly for time and expenses incurred during that month
- Actual travel expenses will be billed as incurred
- Payment Terms are net-30 days from WWT invoice date

4.1 Time and Expenses Project Change Control

College of the Mainland may request changes to the work being provided via written notification to the WWT Professional Services Project Manager assigned to this project. WWT will comply, to the extent feasible, with such requested changes. Should WWT determine that such changes cause an increase or decrease in the cost estimate of time required for performance of the work, WWT will advise College of the Mainland. College of the Mainland requested changes shall not become effective until agreed upon and executed by WWT and College of the Mainland has signed the Change Order form. The Change Order will include:

- Change request number
- Reasons for change request
- Changes to the SOW
- Schedule impact
- Cost impact

WWT will begin work in response to a Change Request upon receipt of College of the Mainland signed Addendum to the SOW and a valid Purchase Order

Appendix 1: Approval to Proceed with Project

The undersigned parties each understand and agree that this SOW accurately sets forth the services that WWT will provide College of the Mainland.

Following receipt of signed SOW and College of the Mainland's Purchase Order*, a WWT Project Manager will be in contact to discuss next steps. WWT requires a minimum of four (4) weeks' notice to begin project implementation from date of receipt of signed SOW and College of the Mainland's Purchase Order*. WWT price quote is valid for ninety (90) days from date of this SOW.

(Signature)	(Print Name)	Date
College of the Mainland		

(Signature)	(Print Name)	Date
World Wide Technology, LLC		

Please return all pages of this signed SOW and Purchase Order* to your WWT Account Manager.

Customer Contact Name	
Customer Contact Title	
Customer Phone Number	
Customer Email Address	
Project Site Address	

*If this form is not accompanied by a Purchase Order, please complete the information below:

Customer Bill to Address	
Customer A/P Representative Name	
Customer A/P Representative Email	
Reference # (for invoicing) if not Purchase Order	

[Home](#) > [Explore DIR Contracts](#)

Contract Number

DIR-TSO-3763

Contract Term Date: **01/10/22** [?](#)

Contract Expiration Date: **01/10/24** [?](#)

Vendor Information

[Dell Marketing LP](#)

Vendor ID: **1742616805400**

HUB Type: **Non HUB** [?](#)

RFO: **DIR-TSO-TMP-251**

Contract Status: **Active**

VENDOR CONTACT:

[Dennis Brabandt](#) [↗](#)

Phone: (512) 647-6341

Fax: (512) 283-0352

[Vendor Website](#) [↗](#)

DIR CONTACT:

[Tiffanay Waller](#) [↗](#)

Phone: (512) 475-4962

Contract Overview

This contract offers Dell branded computers, laptops, tablets, servers, printers, peripherals and other technology products and services through this contract. Dell offers their entire product catalog through this contract. Contracts may be used by state and local government, public education, other public entities in Texas, as well as public entities outside the state. This contract has a number of resellers, many of which are HUB vendors.

Contract Details & Ordering Information

Products & Services

[Commodity Codes](#)

[Brands](#)

[Contract Documents](#)

[How to Order](#)

[Resellers](#)

MORE INFORMATION

[Vendor Website](#) [↗](#)

Products & Services

This contract offers the following products and services. Please contact the Vendor for the latest information.

- Computer Peripherals
- Computers
- Computers - Desktop
- Computers - Laptops
- Computers - Portable
- Computers - Servers
- Digital Cameras
- Lease Agreement - Computer
- Managed Services - Computers
- Monitors
- Networking Products and Services
- Printers

Home > Explore DIR Contracts

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[Products & Services](#)

[Commodity Codes](#)

[Brands](#)

[Contract Documents](#)

[How to Order](#)

[Resellers](#)

MORE INFORMATION

[Vendor Website](#) ↗

Reseller Vendor Contacts

[Download Vendor List \(.CSV\)](#)

Virtual Communication Specialists, LLC	Non HUB	Paul Benson	P: (903) 675-8604 x201 F: (903) 675-7242
Waypoint Business Solutions	Non HUB	Paul Neyman	P: (832) 479-8540 F: (281) 598-8230
Waypoint Government Solutions, LLC	Asian Pacific American Female	Jae Shin Neyman	P: (832) 567-6574 F:
Weaver Technologies, LLC	Non HUB	Donald M. Weaver	P: (512) 436-0415 F: (512) 519-



PRESIDENT'S OFFICE

MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 25, 2021
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Award of Contract 22-05 Cisco Network Switching Hardware, Software & Installation

FUNDING SOURCE:

2018 Bond
Fund Balance: Project 2022-10

PURPOSE:

Acquire and install the Cisco switching fabric necessary to establish a functional network in the Industrial Careers Building (ICB) and standardize campus network infrastructure.

PROPOSED MOTION:

“I move the Board of Trustees approve the purchase of the Cisco Network Switching hardware, software and installation services for an amount not-to-exceed \$245,000”.

BACKGROUND:

College of the Mainland employs a Cisco network fabric throughout the campus. During the planning phase of the 2018 Bond construction projects, standards were established to support a more robust network. DataVox proposed additional hardware and software that creates a network supporting offices, classrooms, and common areas in the new Industrial Careers Building (ICB) using 2018 Bond Funds. In addition, DataVox will upgrade the current Layer 3 switches on campus to meet the same standards established during the construction of the STEAM and Administrative buildings. Budget for the upgrade was approved by the Board in the 2022 Operating Budget per Fund Balance Project 2022-10. DataVox is an authorized reseller under the Department of Information Resources (DIR) and a Platinum Premier Plus Partner of Cisco products. Therefore, while COM solicited multiple quotes, no other responses were received due to the partnership pricing structure whereby DataVox offers enterprise class, cost effective solution under the DIR contract. Therefore, this purchase is considered competitive in accordance with Texas Education Code 44.031.

ATTACHMENTS

1. DataVox Quote: DVXQ21621 dated October 13, 2021
2. DataVox Quote: DVXQ20449-01, dated October 13, 2021
3. DIR Contract Summary



6650 W. Sam Houston Pkwy S, Houston, TX 77072

t. (713)881-5300 www.datavox.net

Quote # DVXQ21621
Date Oct 13, 2021
Expiration 30 Days

Prepared for:

College of the Mainland

1200 Amburn Rd.
Texas City, TX 77591
Yes

Ship to Information:

College of the Mainland

1200 Amburn Rd.
Texas City, TX 77591
Yes

DataVox Contact:

Account Manager: Thang Pham
Phone 281-881-7068

Aaron Hensley

Email

Phone (409) 938-1211 x309

attn: Aaron Hensley

Email thangp@datavox.net

Prepared by: Thang Pham

Phone 281-881-7068

Email thangp@datavox.net

Customer ID #

Project #



Contract Vehicle:

Texas DIR

DIR Vendor Number:

DataVox Texas DIR Vendor Number **176-025-1479-000**

DIR Contract Number:

DIR-TSO-4167

This contract information must appear on the purchase order

Part #	Description	Contract#	Service	Qty	Unit Price	Ext. Price
Core at 2nd IDF						
C9500-24Y4C-A	Catalyst 9500 24x1/10/25G and 4-port 40/100G, Advantage	DIR-TSO-4167	---	1	\$4,472.25	\$4,472.25
CON-SSSNT-C95024YA	SOLN SUPP 8X5XNBD Catalyst 9500 24-port 25/100G only, Adva	DIR-TSO-4167	60	1	\$5,319.00	\$5,319.00
C9500-NW-A	C9500 Network Stack, Advantage	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9500-SSD-NONE	No SSD Card Selected	DIR-TSO-4167	---	1	\$0.00	\$0.00
SC9500HUK9-173	Cisco Catalyst 9500H XE.17.3 UNIVERSAL	DIR-TSO-4167	---	1	\$0.00	\$0.00

Part #	Description	Contract#	Service	Qty	Unit Price	Ext. Price
C9K-PWR-650WAC-R	650W AC Config 4 Power Supply front to back cooling	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9K-PWR-650WAC-R/2	650W AC Config 4 Power Supply front to back cooling	DIR-TSO-4167	---	1	\$422.10	\$422.10
CAB-C13-C14-2M	Power Cord Jumper, C13-C14 Connectors, 2 Meter Length	DIR-TSO-4167	---	2	\$0.00	\$0.00
C9K-F1-SSD-BLANK	Cisco pluggable SSD storage	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9K-T1-FANTRAY	Catalyst 9500 Type 4 front to back cooling Fan	DIR-TSO-4167	---	2	\$0.00	\$0.00
C9500-DNA-24Y4C-A	C9500 DNA Advantage, Term License	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9500-DNA-L-A-5Y	DNA Advantage 5 Year License	DIR-TSO-4167	60	1	\$2,377.83	\$2,377.83
CON-SSTCM-C9512QA	SOLN SUPP SW SUBC9500 DNA Advantage	DIR-TSO-4167	60	1	\$692.25	\$692.25
PI-LFAS-T	Prime Infrastructure Lifecycle & Assurance Term - Smart Lic	DIR-TSO-4167	---	3	\$0.00	\$0.00
PI-LFAS-AP-T-5Y	PI Dev Lic for Lifecycle & Assurance Term 5Y	DIR-TSO-4167	60	3	\$0.00	\$0.00
NETWORK-PNP-LIC	Network Plug-n-Play Connect for zero-touch device deployment	DIR-TSO-4167	---	1	\$0.00	\$0.00
QSFP-40G-LR4-S=	QSFP 40GBASE-LR4 Trnscvr Mod, LC, 10km, Enterprise-Class	DIR-TSO-4167	---	2	\$2,306.10	\$4,612.20

1st Floor MDF

C9200L-48P-4X-E	Catalyst 9200L 48-port PoE+, 4 x 10G, Network Essentials	DIR-TSO-4167	---	6	\$1,462.28	\$8,773.68
CON-SSSNT-C9200L4X	SOLN SUPP 8X5XNBD Catalyst 9200L 48-port PoE+, 4 x 10G, Ne	DIR-TSO-4167	36	6	\$1,074.60	\$6,447.60
C9200L-NW-E-48	C9200L Network Essentials, 48-port license	DIR-TSO-4167	---	6	\$0.00	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	DIR-TSO-4167	---	6	\$0.00	\$0.00
PWR-C5-BLANK	Config 5 Power Supply Blank	DIR-TSO-4167	---	6	\$0.00	\$0.00
C9200L-DNA-E-48	C9200L Cisco DNA Essentials, 48-port Term license	DIR-TSO-4167	---	6	\$0.00	\$0.00
C9200L-DNA-E-48-3Y	C9200L Cisco DNA Essentials, 48-port, 3 Year Term license	DIR-TSO-4167	36	6	\$225.12	\$1,350.72
CON-SSTCM-C92LE48	SOLN SUPP SW SUBC9200L Cisco DNA Ess	DIR-TSO-4167	36	6	\$65.52	\$393.12
C9200L-STACK-KIT	Cisco Catalyst 9200L Stack Module	DIR-TSO-4167	---	6	\$263.75	\$1,582.50
C9200-STACK	Catalyst 9200 Stack Module	DIR-TSO-4167	---	12	\$0.00	\$0.00
STACK-T4-50CM	50CM Type 4 Stacking Cable	DIR-TSO-4167	---	6	\$0.00	\$0.00
NETWORK-PNP-NONE	Network Plug-n-Play Opt Out SKU	DIR-TSO-4167	---	6	\$0.00	\$0.00

1st Floor MDF

C9200L-48P-4X-E	Catalyst 9200L 48-port PoE+, 4 x 10G, Network Essentials	DIR-TSO-4167	---	1	\$1,462.28	\$1,462.28
CON-SSSNT-C9200L4X	SOLN SUPP 8X5XNBD Catalyst 9200L 48-port PoE+, 4 x 10G, Ne	DIR-TSO-4167	36	1	\$1,074.60	\$1,074.60

Part #	Description	Contract#	Service	Qty	Unit Price	Ext. Price
C9200L-NW-E-48	C9200L Network Essentials, 48-port license	DIR-TSO-4167	---	1	\$0.00	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	DIR-TSO-4167	---	1	\$0.00	\$0.00
PWR-C5-BLANK	Config 5 Power Supply Blank	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9200L-DNA-E-48	C9200L Cisco DNA Essentials, 48-port Term license	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9200L-DNA-E-48-3Y	C9200L Cisco DNA Essentials, 48-port, 3 Year Term license	DIR-TSO-4167	36	1	\$225.12	\$225.12
CON-SSTCM-C92LE48	SOLN SUPP SW SUBC9200L Cisco DNA Ess	DIR-TSO-4167	36	1	\$65.52	\$65.52
C9200L-STACK-KIT	Cisco Catalyst 9200L Stack Module	DIR-TSO-4167	---	1	\$263.75	\$263.75
C9200-STACK	Catalyst 9200 Stack Module	DIR-TSO-4167	---	2	\$0.00	\$0.00
NETWORK-PNP-NONE	Network Plug-n-Play Opt Out SKU	DIR-TSO-4167	---	1	\$0.00	\$0.00
STACK-T4-1M	1M Type 4 Stacking Cable	DIR-TSO-4167	---	1	\$40.20	\$40.20

2nd Floor IDF

C9200L-48P-4X-E	Catalyst 9200L 48-port PoE+, 4 x 10G, Network Essentials	DIR-TSO-4167	---	8	\$1,462.28	\$11,698.24
CON-SSSNT-C9200L4X	SOLN SUPP 8X5XNBD Catalyst 9200L 48-port PoE+, 4 x 10G, Ne	DIR-TSO-4167	36	8	\$1,074.60	\$8,596.80
C9200L-NW-E-48	C9200L Network Essentials, 48-port license	DIR-TSO-4167	---	8	\$0.00	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	DIR-TSO-4167	---	8	\$0.00	\$0.00
PWR-C5-BLANK	Config 5 Power Supply Blank	DIR-TSO-4167	---	8	\$0.00	\$0.00
C9200L-DNA-E-48	C9200L Cisco DNA Essentials, 48-port Term license	DIR-TSO-4167	---	8	\$0.00	\$0.00
C9200L-DNA-E-48-3Y	C9200L Cisco DNA Essentials, 48-port, 3 Year Term license	DIR-TSO-4167	36	8	\$225.12	\$1,800.96
CON-SSTCM-C92LE48	SOLN SUPP SW SUBC9200L Cisco DNA Ess	DIR-TSO-4167	36	8	\$65.52	\$524.16
C9200L-STACK-KIT	Cisco Catalyst 9200L Stack Module	DIR-TSO-4167	---	8	\$263.75	\$2,110.00
C9200-STACK	Catalyst 9200 Stack Module	DIR-TSO-4167	---	16	\$0.00	\$0.00
STACK-T4-50CM	50CM Type 4 Stacking Cable	DIR-TSO-4167	---	8	\$0.00	\$0.00
NETWORK-PNP-NONE	Network Plug-n-Play Opt Out SKU	DIR-TSO-4167	---	8	\$0.00	\$0.00

2nd Floor IDF

C9200L-48P-4X-E	Catalyst 9200L 48-port PoE+, 4 x 10G, Network Essentials	DIR-TSO-4167	---	2	\$1,462.28	\$2,924.56
CON-SSSNT-C9200L4X	SOLN SUPP 8X5XNBD Catalyst 9200L 48-port PoE+, 4 x 10G, Ne	DIR-TSO-4167	36	2	\$1,074.60	\$2,149.20
C9200L-NW-E-48	C9200L Network Essentials, 48-port license	DIR-TSO-4167	---	2	\$0.00	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	DIR-TSO-4167	---	2	\$0.00	\$0.00

Part #	Description	Contract#	Service	Qty	Unit Price	Ext. Price
PWR-C5-BLANK	Config 5 Power Supply Blank	DIR-TSO-4167	---	2	\$0.00	\$0.00
C9200L-DNA-E-48	C9200L Cisco DNA Essentials, 48-port Term license	DIR-TSO-4167	---	2	\$0.00	\$0.00
C9200L-DNA-E-48-3Y	C9200L Cisco DNA Essentials, 48-port, 3 Year Term license	DIR-TSO-4167	36	2	\$225.12	\$450.24
CON-SSTCM-C92LE48	SOLN SUPP SW SUBC9200L Cisco DNA Ess	DIR-TSO-4167	36	2	\$65.52	\$131.04
C9200L-STACK-KIT	Cisco Catalyst 9200L Stack Module	DIR-TSO-4167	---	2	\$263.75	\$527.50
C9200-STACK	Catalyst 9200 Stack Module	DIR-TSO-4167	---	4	\$0.00	\$0.00
NETWORK-PNP-NONE	Network Plug-n-Play Opt Out SKU	DIR-TSO-4167	---	2	\$0.00	\$0.00
STACK-T4-1M	1M Type 4 Stacking Cable	DIR-TSO-4167	---	2	\$40.20	\$80.40

3rd Floor IDF

C9200L-48P-4X-E	Catalyst 9200L 48-port PoE+, 4 x 10G, Network Essentials	DIR-TSO-4167	---	6	\$1,462.28	\$8,773.68
CON-SSSNT-C9200L4X	SOLN SUPP 8X5XNBD Catalyst 9200L 48-port PoE+, 4 x 10G, Ne	DIR-TSO-4167	36	6	\$1,074.60	\$6,447.60
C9200L-NW-E-48	C9200L Network Essentials, 48-port license	DIR-TSO-4167	---	6	\$0.00	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	DIR-TSO-4167	---	6	\$0.00	\$0.00
PWR-C5-BLANK	Config 5 Power Supply Blank	DIR-TSO-4167	---	6	\$0.00	\$0.00
C9200L-DNA-E-48	C9200L Cisco DNA Essentials, 48-port Term license	DIR-TSO-4167	---	6	\$0.00	\$0.00
C9200L-DNA-E-48-3Y	C9200L Cisco DNA Essentials, 48-port, 3 Year Term license	DIR-TSO-4167	36	6	\$225.12	\$1,350.72
CON-SSTCM-C92LE48	SOLN SUPP SW SUBC9200L Cisco DNA Ess	DIR-TSO-4167	36	6	\$65.52	\$393.12
C9200L-STACK-KIT	Cisco Catalyst 9200L Stack Module	DIR-TSO-4167	---	6	\$263.75	\$1,582.50
C9200-STACK	Catalyst 9200 Stack Module	DIR-TSO-4167	---	12	\$0.00	\$0.00
STACK-T4-50CM	50CM Type 4 Stacking Cable	DIR-TSO-4167	---	6	\$0.00	\$0.00
NETWORK-PNP-NONE	Network Plug-n-Play Opt Out SKU	DIR-TSO-4167	---	6	\$0.00	\$0.00

3rd Floor IDF

C9200L-48P-4X-E	Catalyst 9200L 48-port PoE+, 4 x 10G, Network Essentials	DIR-TSO-4167	---	1	\$1,462.28	\$1,462.28
CON-SSSNT-C9200L4X	SOLN SUPP 8X5XNBD Catalyst 9200L 48-port PoE+, 4 x 10G, Ne	DIR-TSO-4167	36	1	\$1,074.60	\$1,074.60
C9200L-NW-E-48	C9200L Network Essentials, 48-port license	DIR-TSO-4167	---	1	\$0.00	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	DIR-TSO-4167	---	1	\$0.00	\$0.00
PWR-C5-BLANK	Config 5 Power Supply Blank	DIR-TSO-4167	---	1	\$0.00	\$0.00
C9200L-DNA-E-48	C9200L Cisco DNA Essentials, 48-port Term license	DIR-TSO-4167	---	1	\$0.00	\$0.00

Part #	Description	Contract#	Service	Qty	Unit Price	Ext. Price
C9200L-DNA-E-48-3Y	C9200L Cisco DNA Essentials, 48-port, 3 Year Term license	DIR-TSO-4167	36	1	\$225.12	\$225.12
CON-SSTCM-C92LE48	SOLN SUPP SW SUBC9200L Cisco DNA Ess	DIR-TSO-4167	36	1	\$65.52	\$65.52
C9200L-STACK-KIT	Cisco Catalyst 9200L Stack Module	DIR-TSO-4167	---	1	\$263.75	\$263.75
C9200-STACK	Catalyst 9200 Stack Module	DIR-TSO-4167	---	2	\$0.00	\$0.00
NETWORK-PNP-NONE	Network Plug-n-Play Opt Out SKU	DIR-TSO-4167	---	1	\$0.00	\$0.00
STACK-T4-3M	3M Type 4 Stacking Cable	DIR-TSO-4167	---	1	\$60.30	\$60.30
SFP-10G-SR-S=	10GBASE-SR SFP Module, Enterprise-Class	DIR-TSO-4167	---	8	\$146.30	\$1,170.40
SFP-H10GB-CU3M=	10GBASE-CU SFP+ Cable 3 Meter	DIR-TSO-4167	---	2	\$22.10	\$44.20

Datavox Professional Services

DVX-EE-PROSVC-STD	DataVox Professional Services	DIR-TSO-4167			\$19,775.00	\$19,775.00
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SubTotal	\$113,256.61
Tax	\$0.00
Total	\$113,256.61

Purchase Notes

- ⦿ A 15% restocking fee will be applied to all returned equipment. Custom built designs and configurations may not be returnable.

Acceptance of Proposal

When (but only when) signed by Customer shall this be a binding, legal contract. The prices, specifications, and conditions in this quote are satisfactory and are hereby accepted in their entirety. Customer hereby agrees to purchase the equipment and, if applicable, authorizes DataVox to perform the work and provide the materials specified, and payment will be made as outlined above. Any changes in the equipment or installation may result in a change in the price.

THIS QUOTE, WHEN SIGNED BY CUSTOMER SHALL BE GOVERNED BY THE TERMS AND CONDITIONS FOUND AT http://www.datavox.net/DataVox_Standard_Terms_and_Conditions.pdf. THERE ARE NO OTHER AGREEMENTS OR WARRANTIES, ORAL OR WRITTEN, EXCEPT AS EXPRESSLY STATED IN THIS DOCUMENT. THIS AGREEMENT CANNOT BE MODIFIED EXCEPT IN WRITING SIGNED BY BOTH PARTIES. Customer acknowledges having read and understood all of the terms and conditions printed herein as well as those found in the online document and acknowledges receipt of a complete executed copy of this quote.

(Printed Name)

(Signature)

(Date)



6650 W. Sam Houston Pkwy S, Houston, TX 77072
 t. (713)881-5300 www.datavox.net

Quote # DVXQ20449-01
Date Oct 13, 2021
Expiration 30 Days

Prepared for:

College of the Mainland

1200 Amburn Rd.
 Texas City, TX 77591
 Yes

Aaron Hensley
 Email
 Phone (409) 938-1211 x309

Customer ID #

Project #

Ship to Information:

College of the Mainland

1200 Amburn Rd.
 Texas City, TX 77591
 Yes

attn: Aaron Hensley

DataVox Contact:

Account Manager: Thang Pham
 Phone 281-881-7068

Email thangp@datavox.net

Prepared by: Alexis Ashorn
 Phone 817-288-2742
 Email alexisa@datavox.net



Contract Vehicle: Texas DIR
 DIR Vendor Number: DataVox Texas DIR Vendor Number **176-025-1479-000**
 DIR Contract Number: **DIR-TSO-4167**

This contract information must appear on the purchase order

Part #	Description	Contract#	Service	Qty	Unit Price	Ext. Price
C9500-24Y4C-A	Catalyst 9500 24x1/10/25G and 4-port 40/100G, Advantage	DIR-TSO-4167	---	8	\$4,472.25	\$35,778.00
CON-SSSNT-C95024YA	SOLN SUPP 8X5XNBD Catalyst 9500 24-port 25/100G only, Adva	DIR-TSO-4167	60	8	\$5,319.00	\$42,552.00
C9500-NW-A	C9500 Network Stack, Advantage	DIR-TSO-4167	---	8	\$0.00	\$0.00
C9500-SSD-NONE	No SSD Card Selected	DIR-TSO-4167	---	8	\$0.00	\$0.00
SC9500HUK9-173	Cisco Catalyst 9500H XE.17.3 UNIVERSAL	DIR-TSO-4167	---	8	\$0.00	\$0.00
C9K-PWR-650WAC-R	650W AC Config 4 Power Supply front to back cooling	DIR-TSO-4167	---	8	\$0.00	\$0.00

Part #	Description	Contract#	Service	Qty	Unit Price	Ext. Price
C9K-PWR-650WAC-R/2	650W AC Config 4 Power Supply front to back cooling	DIR-TSO-4167	---	8	\$422.10	\$3,376.80
CAB-C13-C14-2M	Power Cord Jumper, C13-C14 Connectors, 2 Meter Length	DIR-TSO-4167	---	16	\$0.00	\$0.00
C9K-F1-SSD-BLANK	Cisco pluggable SSD storage	DIR-TSO-4167	---	8	\$0.00	\$0.00
C9K-T1-FANTRAY	Catalyst 9500 Type 4 front to back cooling Fan	DIR-TSO-4167	---	16	\$0.00	\$0.00
C9500-DNA-24Y4C-A	C9500 DNA Advantage, Term License	DIR-TSO-4167	---	8	\$0.00	\$0.00
C9500-DNA-L-A-5Y	DNA Advantage 5 Year License	DIR-TSO-4167	60	8	\$2,377.83	\$19,022.64
CON-SSTCM-C9512QA	SOLN SUPP SW SUBC9500 DNA Advantage	DIR-TSO-4167	60	8	\$692.25	\$5,538.00
PI-LFAS-T	Prime Infrastructure Lifecycle & Assurance Term - Smart Lic	DIR-TSO-4167	---	24	\$0.00	\$0.00
PI-LFAS-AP-T-5Y	PI Dev Lic for Lifecycle & Assurance Term 5Y	DIR-TSO-4167	60	24	\$0.00	\$0.00
NETWORK-PNP-LIC	Network Plug-n-Play Connect for zero-touch device deployment	DIR-TSO-4167	---	8	\$0.00	\$0.00
DVX-EE-PROSVC-STD	DataVox Professional Services	DIR-TSO-4167			\$19,500.00	\$19,500.00

SubTotal	\$125,767.44
Tax	\$0.00
Total	\$125,767.44

Purchase Notes

- ⦿ A 15% restocking fee will be applied to all returned equipment. Custom built designs and configurations may not be returnable.

Acceptance of Proposal

When (but only when) signed by Customer shall this be a binding, legal contract. The prices, specifications, and conditions in this quote are satisfactory and are hereby accepted in their entirety. Customer hereby agrees to purchase the equipment and, if applicable, authorizes DataVox to perform the work and provide the materials specified, and payment will be made as outlined above. Any changes in the equipment or installation may result in a change in the price.

THIS QUOTE, WHEN SIGNED BY CUSTOMER SHALL BE GOVERNED BY THE TERMS AND CONDITIONS FOUND AT http://www.datavox.net/DataVox_Standard_Terms_and_Conditions.pdf. THERE ARE NO OTHER AGREEMENTS OR WARRANTIES, ORAL OR WRITTEN, EXCEPT AS EXPRESSLY STATED IN THIS DOCUMENT. THIS AGREEMENT CANNOT BE MODIFIED EXCEPT IN WRITING SIGNED BY BOTH PARTIES. Customer acknowledges having read and understood all of the terms and conditions printed herein as well as those found in the online document and acknowledges receipt of a complete executed copy of this quote.

(Printed Name)

(Signature)

(Date)



State and Local Government Contracts /

Cisco-State of Texas - DIR

STATE AND LOCAL GOVERNMENT CONTRACTS

State of Alabama

State of California - CMAS

State of Georgia

State of Indiana

State of Kentucky

State of New York

State of North Carolina

State of Texas - DIR

VASCUPP (Virginia)

NASPO ValuePoint Cloud

NASPO ValuePoint CompEq

NASPO ValuePoint DataCom

Related Links

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[CMO Contract Overview](#)

[Data Center and Virtualization Overview](#)

[Unified Computing System Solution Overview](#)

[Cisco Energy Star Certified Products](#)

[Cisco Supplier Sustainability](#)



TX DIR – Cisco Branded Products & Related Services #DIR-TSO-4167

Effective Start Date: 7/3/2018

Current Term End Date: 7/3/2022, with one 1 yr. renewals

Final Expiration Date: 7/3/2023

- [TX DIR Website](#)
- [DIR Co-op Contract Program Overview](#)

[Price Lists](#)

∨ [Resellers](#)

Authorized Resellers for this Contract

The following Cisco partners 1) currently qualify under Cisco's established partner selection criteria for the above-referenced Cisco Prime Contract, and 2) have been authorized by the State to participate as Cisco Subcontractors under that agreement:

To verify a Partner's current Cisco Technical Certifications or Specializations, please refer to the [Partner Locator Tool](#).

Interested in becoming an Authorized Reseller? Join Interest List.

Reset

LEGAL COMPANY NAME &
PRIMARY BUSINESS ADDRESS

PARTNER CONTACT
INFORMATION

Data

DataVox Inc
6650 West Sam Houston Parkway South
Houston, Tx 77072
Phone: 713-881-5300
Toll Free: 888-328-2869
Fax: 713-881-7207
Federal ID#: 76-0251479

REMIT-TO:
Neil Ferguson
6650 West Sam Houston Parkway
South
Houston, Tx 77072
Phone:713-881-7107

CUSTOMER ORDERS:
Neil Ferguson
Phone: 713-881-7107

LEGAL COMPANY NAME &
PRIMARY BUSINESS ADDRESS

Data

Phone: 713-881-7107
PARTNER CONTACTS:
Cust Svc/ESCALATIONS:
INFORMATION
Chad Hayes

Phone: 713-881-7112

999 Metromedia Pl
Dallas, TX 75247
Phone: 214-857-6100
Toll Free: 214-857-6100
Federal ID#: 75-2756261

REMIT-TO:
Andy Barton
999 Metromedia Pl
Dallas, TX 75247
Phone: 214-857-6108

CUSTOMER ORDERS:
David Lovell
Phone: 214-857-6247
Cust Svc/ESCALATIONS:
Kurt Nordquist
Phone: 832-606-2745

**Porter Burgess Company dba Flair Data
Systems**

2805 N Dallas Parkway # 240
Plano, TX 75093
Phone: 214-373-6699
Toll Free: 888-352-4732
Fax: 214-373-4188
Federal ID#: 75-0995208

REMIT-TO:
Pat Dean
2805 N Dallas Parkway # 240
Plano, TX 75093
Phone: 214-445-3505

CUSTOMER ORDERS:
Karen Fairchild
Phone: 214-445-3508
Cust Svc/ESCALATIONS:
David Austin
Phone: 214-445-3502

Prescriptive Data Solutions, LLC
825 Watters Creek Blvd Bldg M Ste 250
Allen, TX 75013
Phone: 888-252-3182
Fax: 210-961-8108
Federal ID#: 82-1571913

REMIT-TO:
Aspen Tarkington
1525 Berkeley Dr
Mansfield, TX 76063
Phone: 214-205-1163

CUSTOMER ORDERS:
Aspen Tarkington
Phone: 214-205-1163



MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 25, 2021
Subject: Agenda Item for COM Board of Trustees

AGENDA ITEM DESCRIPTION:

Approval award of Contract 22-06 Network & Security Infrastructure: Mainland City Centre

FUNDING SOURCE:

FY 22 Operating Budget: Fund Balance Projects:
2022-03 – Access Control Mainland City Centre
2022-06 – Cameras Mainland City Centre
2022-15 – Network Cable Drops Mainland City Centre

PURPOSE:

Installation of structured cabling, hardware, and cameras to support the network, door access control, video surveillance, Wi-Fi, and audio/video requirements at the Mainland City Centre location.

PROPOSED MOTION:

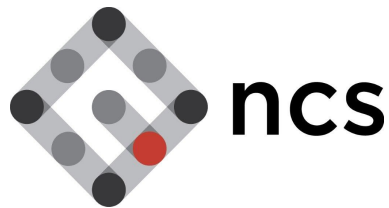
“I move the Board of Trustees approve award of contract 22-06 for the purchase of network and security infrastructure supporting the Mainland City Centre in an amount not to exceed \$140,000.00.”

BACKGROUND:

The College is preparing to open a new location in the Mainland City Centre (MCC). As part of the build out, the interior of the structure is being remodeled to support offices and instruction. ITS, Instruction, and the architect created a design to support the network, audio/video (AV) and security systems. Attempts to obtain three (3) quotes from DIR contractors resulted in one response from NCS. NCS is an authorized vendor under the Department of Information Resources (DIR) contract and has been a primary provider for similar services campus wide. Therefore, it is the recommendation of ITS to award the subject contract. The subject recommendation is considered a competitive procurement in accordance with Texas Education Code (TEC) 44. 031.

ATTACHMENTS

1. NCS Quote
2. DIR Summary



October 15, 2021

College of the Mainland
1200 N. Amburn Rd.
Texas City, TX 77591
Attention: Aaron Hensley

Re: Mall of the Mainland, City Centre

NCS Cabling Quote #: ME-21-205r1
NCS AV Quote: JP-21-9583
NCS Security Quote: HC-21-163r1
NCS Security License #: B14032
NCS DIR #: DIR-CPO-4782
NCS BuyBoard #: 644-21

Thank you for allowing Network Cabling Services the opportunity to provide you with this proposal for the College of the Mainland, City Centre Project.

This proposal is based on information provided by College of the Mainland sent via email on 09/02/2021. No Division 27 specifications were provided; therefore, this proposal is based on the customer's provided scope of work.

Please be advised, due to the volatility in the current market, the material pricing in this proposal is valid for 14 days. A PO will secure pricing if received during the 14-day window. In addition, the industry is experiencing long lead times on many products and availability is subject to change at any time without notice.

This proposal provides a Berk-Tek/Leviton solution for the Structured Cabling System. Network Cabling Services is a Certified Berk-Tek/Leviton Cabling Contractor and as such a, 25-Year Extended Product Warranty will be issued upon project completion. NCS is a C3 Certified Champion Level Contractor.

If you should have any questions about this proposal or require additional information, please do not hesitate to contact either of us.

Sincerely,

Mike Ellisor
Estimator/Designer
Cell: 281-299-9221
mellisor@ncs-tx.com

Houston • Corpus • Dallas
12626 Fuqua Street • Houston, TX 77034
281-484-1777

Total Proposal Amount is: \$127,151.39**1. SCOPE OF WORK: Structured Cabling****A. Safety:**

- Adhere to OSHA, COM and NCS Corporate policies during the execution of SOW.
- File daily/weekly on-site permits and/or JSAs as per owners' requirements.
- Proper PPE shall be worn while on-site during the execution of the SOW.
- Company vehicles and other equipment may be used to execute SOW.

B. Horizontal Copper Cabling:

- Provide and install (11) Cat 6A UTP plenum-rated cables at (11) work area outlets as needed to support wireless access points (WAP).
- Provide and install (269) Cat 6 UTP plenum-rated cables at (136) work area outlets as needed to support local area network (LAN) ceiling projectors (CP) and/or security cameras (SC).
- Cat 6/LAN cabling shall be installed as follows:
 - SC – 21 Cables / 21 WAO
 - CP – 34 Cables / 17 WAO
 - D2 – 178 Cables / 89 WAO
 - D4 – 36 Cables / 9 WAO
- WAO shall be terminated using Cat 6A/Cat 6, 8P8C jacks with appropriate faceplates and/or surface mount boxes. Blanks will be placed in unused ports.
- MDF/IDF shall be terminated using Cat 6A/Cat 6, 48-port patch panels.
- Cable shall be terminated to manufacturer standards with connectors inserted into the appropriate faceplate and/or surface mount box.

C. Pathway/Supports:

- Verify and inspect cable pathways prior to installation.
- Provide and install cabling support system (j-hooks) as necessary, maintaining 90° angles perpendicular to the building structures.
- Plenum-rated Velcro will be used in plenum rated spaced, non-plenum rated Velcro will be used in open areas.
- NCS assumes that all conduit, raceway and/or junction boxes will be existing and/or provided by others and has not been included in this proposal.

D. MDF/IDF Buildout:

- Provide and install material needed to buildout (1) MDF/IDF, as needed to support structured cabling system.
- IDF shall include the following:
 - 1 – sheet fire-rated plywood (4' x 8' x 3/4")
 - 1 – 2post equipment rack, w/ isolation kit
 - 2 – 6" vertical cable managers
 - 1 – 48 port, Cat6A patch panel, w/ cable management bar
 - 5 – 48 port Cat6 patch panel, w/ cable management bar
 - 1 – TGB (telecommunications grounding busbar)
 - 1 – 19" rack mounted ground bar
- Grounding of network equipment will be the responsibility of the equipment owner.
- NCS assumes that main/building ground will be existing and/or provided by others and has not been included in this proposal.
- NCS assumes that any electrical power will be existing and/or provided by others and has not been included in this proposal.

E. Labeling:

- Provide and install machine generated labels at the point of termination, the faceplate/surface-mount box window and the data patch panel label fields.
- Cable labeling scheme shall be approved by owner prior to cable installation.

F. Patch Cords:

- Provide (280) copper patch cords for the MDF/IDF cross-connect to the owner provided equipment. This is factored at 100% of the total data cables installed.
- Provide (280) copper patch cords for the WAO cross-connect to the owner provided equipment. This is factored at 100% of the total data cables installed.
- Copper patch cords shall be provided as follows:
 - 248 - 1' Blue Cat 6 (LAN-MDF/IDF)
 - 21 - 1' Green Cat 6 (CP-MDF/IDF)
 - 11 - 1' Orange Cat 6A (WAP-MDF/IDF)
 - 248 - 10' Blue Cat 6 (LAN-WAO)
 - 21 - 10' Green Cat 6 (CP-WAO)
 - 11 - 10' Orange Cat 6A (WAP-WAO)
- Installation of patch cords have not been included in this proposal.
- Exact quantities, lengths and color will be coordinated with the owner prior to purchase and installation.

G. Testing and Documentation:

- Post installation certification testing of the horizontal copper cabling will be completed using a BICSI specified, Level III tester.
- Certification documentation will be provided upon completion of project.

1.1 PRICING SUMMARY: Structured Cabling

Material	\$ 39,871.86
Labor	\$ 37,174.09
Aerial Man-Lift	\$ 954.00
Tax/Bonds	Not Included
Total Cost	\$ 77,999.95

*Payments made by credit card/purchasing card will incur an additional 3.8% processing fee.

2. SCOPE OF WORK: AV System

- NCS will provide and install (1) HDMI cable in all classrooms and conference rooms.
- NCS will provide an HDMI wall plate at teacher station.
- All AV equipment will be installed by COM.

2.1 PRICING SUMMARY: AV System

Material/Labor	\$ 7,569.36
Shipping/Handling	\$ 95.68
Tax/Bonds	Not Included
Total Cost	\$ 7,665.04

*Payments made by credit card/purchasing card will incur an additional 3.8% processing fee.
See last page for detailed BOM

3. SCOPE OF WORK: Surveillance Video System

- A. NCS will provide and install (21) interior cameras and (2) exterior cameras.
 - Interior
 - (19) WV-S3131L
 - (2) WV-S4151
 - Exterior
 - (2) WV-S8531N
- B. NCS will provide and install required mounting adapters.
- C. NCS will provide and install (2) POE Surge protectors for the exterior cameras.
- D. All required camera cables, patch cords, and patch panels will be provided by the Structure cabling contractor.
- E. This proposal includes basic configuration and programming for the cameras provided and installed on this proposal.
- F. Any required licenses will be provided by the customer. This proposal assumes the customer will be using existing Video Insight video management software. All cameras on this proposal include free camera license for Video Insight.
- G. NCS will adjust and focus all cameras included on this proposal during initial install. Any additional adjustments required by the customer after initial install may incur service charges.
- H. POE Switch will be provided and installed by customer.
- I. Customer to provide power at headend equipment location.
- J. This proposal does not include any servers, storage, or monitors.
- K. This proposal assumes all cameras will be mounted at heights accessible by ladder (not to exceed 12').
- L. This quote does not include any lift rental. If it is determined that a lift is required due to safety/height constraints, there may be additional charges (TBD with customer prior).
- M. At time of proposal, it was not determined that any conduit will be required for this project, therefore it is not included in proposal.
- N. Customer will provide access to technical support personnel for any programming information needed to configure systems on the customer's network.

3.1 PRICING SUMMARY: Surveillance Video System

Materials	\$ 14,672.76
Labor	\$ 7,766.25
Tax/Bonds	Not Included
Total Cost	\$ 22,439.01

*Payments made by credit card/purchasing card will incur an additional 3.8% processing fee.

3.2 BILL OF MATERIALS: Surveillance Video System

QTY	UNIT	DESCRIPTION	PART NUMBER
19	EA	Panasonic 2mp 2.8mm	WV-S3131L
2	EA	5mp 360-Degree Indoor Dome Camera	WV-S4151
2	EA	Panasonic 8mp Multi-sensor	WV-S8531N
2	EA	Panasonic Wall Mount Bracket and Shroud	PWM781
2	EA	Panasonic Corner Mount Bracket	PACA4GR
2	EA	POE Surge Protectors	DTK-MRJPOE
2	EA	External Building Penetrations	Labor
23	EA	Focus and Adjust cameras	Labor

4. SCOPE OF WORK: Access Control System

- A. NCS will provide and install (1) Access panel to connect and communicate with customer's existing Monitor Cast Panasonic server. If the installed server does not have available license for doors included in this proposal, the customer understands the purchase of additional licenses will be required.
- B. NCS will provide and install (5) card readers, egress motions, and door position switches.
- C. This proposal does not include any electronic door hardware for the access control system. It is assumed all door hardware will be provided and installed by others. If it is determined that this is to be provided and installed by NCS, additional information will be required for all doors.
- D. NCS will provide and install (28) door position switches to monitor access-controlled doors for door status on the access system and perimeter doors with no access control.
- E. This proposal includes (100) ISOProx II credential cards.
- F. This quote includes all security cable for the access door and doors to be monitored.
- G. This quote includes programming to configure all access doors and door status included on this proposal.
- H. This quote includes all permitting requirements to be submitted to AHJD for electric locks.
- I. This quote does not include any lift rental. If it is determined that a lift is required due to safety/height constraints, there may be additional charges (TBD with customer prior).
- J. Customer will provide patch panel and POE switch for system configuration.
- K. Customer to provide power at equipment location.
- L. Customer will provide access to technical support personnel for any programming information needed to configure systems on the customer's network.
- M. Customer will provide network switch for system configuration.

4.1 PRICING SUMMARY: Access Control System

Materials	\$ 10,062.39
Labor	\$ 8,985.00
Tax/Bonds	Not Included
Total Cost	\$ 19,047.39

*Payments made by credit card/purchasing card will incur an additional 3.8% processing fee.

4.2 BILL OF MATERIALS: Access Control System

QTY	UNIT	DESCRIPTION	PART NUMBER
1	EA	Power Supply	FPO150-B100C8D8PE4M
1	EA	Mercury Access Intelligent Controller	LP1502
2	EA	Mercury Door Controller	MR52-S3
1	EA	Mercury Input Module	MR16IN-S3
5	EA	HID RP40 Card Reader	920PTNNEK00000
100	EA	HID Cards	1386LGGMN
2	EA	Battery	TRI-BD127
28	EA	GRI Door Position Switch	199-12-G
5	EA	Egress Motion with Trim Plate	DS150ITP160
5	EA	Labor to connect to Door Hardware (installed by others)	Labor

5. QUALIFICATIONS AND ASSUMPTIONS:

- NCS has based this proposal on normal working hours, 7:00 am to 5:00 pm, Monday through Friday, excluding holidays. Over-time is not included in this proposal.
- NCS assumes that proper access will be available during working hours to complete the proposal scope of this project.
- Any changes or additions to the Scope of Work or the Bill of Materials shall be executed in writing as a change order. Verbal instructions to field technicians do not authorize changes to the scope of work.
- NCS cannot be held responsible for the condition of any existing copper/fiber optic cables or conduits that may be utilized for this project.
- Due to the volatility in the current communications cabling market, the pricing contained in **this proposal is valid for 14 days**. Pricing adjustments may be necessary prior to beginning the project.
- NCS has not included pricing for participation in a composite cleaning crew. If this is required, an additional price can be given.
- NCS will not be responsible for any delays or associated charges due to manufacturer's defects or late delivery of cable and/or equipment that is directly specified or ordered and provided by the customer.
- The cost for taxes, if included in the above proposed price, is an estimate only. If taxes are required to be collected, an additional line item will be added to the invoice. The customer is required to pay all applicable taxes unless a tax-exempt certificate is provided in advance.
- The cost for bonding has not been included in the proposed price. If bonding cost are required, an additional add price can be given.
- This proposal does not include electrical services or electronic components or labor to move or install network equipment.
- Proposal does not include network electronics such as power distribution units (PDU) and wireless access points (WAP).
- Proposal does not provide IT services such as hardware configuration and/or software loading.
- NCS has not included pricing for any "BIM"/3D Modeling Services that may be required.
- This proposal does not include Service Provider Cabling, Nurse Call Systems and Cabling, Phone Systems, Network Hardware or Telemetry Cabling.
- NCS assumes that a secure staging area will be provided at no charge for the storage of equipment such as materials and tools.
- This proposal does not include requirements for the payment of Prevailing Wages, Davis Bacon Wages, Walsh-Healy Wages, Contract Service Act Wages or any other predetermined or prevailing wages or fringe benefits. In the event there is a requirement for the payment of specific wages and/or fringe benefits, the difference between such specific wages and/or benefits and the actual wages and/or benefits paid, plus NCS's normal mark-up for overhead and profit shall be an extra cost added to this proposal.
- A One Year Network Cabling Services Workmanship Warranty will be issued on all installed materials from the date of acceptance.

6. STANDARD TERMS AND CONDITIONS:**1. Engagement of Services**

Once work is authorized by the customer, Network Cabling Services is committed to certain "ramp up" expenses, both direct and indirect (i.e., specific training, travel, special tools, materials, project management, etc.) which are generally priced into the entire scope of the project. If the project is canceled, delayed, terminated or significantly changed through no fault of Network Cabling Services, these expenses will be due and payable to Network Cabling Services on a pro-rate basis. Any request for reimbursement of these expenses will be itemized and defined.

2. Changes to Scope of Work

Network Cabling Services will notify the customer if there is a material change, scheduling change, or construction delay beyond the scope of work and no fault of Network Cabling Services requiring Network Cabling Services to expend more monies budgeted. The customer agrees to pay Network Cabling Services for such expenses plus reasonable profit and overhead if the customer desires to continue under the changed Scope of Work.

3. Permits and Taxes

Permits are not included unless specifically noted otherwise. Permits, inspection fees, drawings, etc., will be provided by Network Cabling Services at the cost of obtaining them. Taxes are not included in the proposal price unless specifically noted otherwise.

4. Network Cabling Services Employees

The customer agrees that it shall not hire any employee of Network Cabling Services who is currently working on a project for the customer, or any employee of Network Cabling Services who has worked on a project for the customer within the last twelve months. The customer further agrees not to hire any former Network Cabling Services employee that performed any work on a project for the customer at any time within the prior twelve months. The customer agrees and understands that this provision is necessary so that Network Cabling Services can protect its investment of time and money in its employees, as well as any confidential or proprietary information known by its employees.

5. Payment Terms

Standard payment terms are net due in ten days from invoice date unless stated differently in the above proposal. A service charge may be charged on all past due amounts. Amounts will be considered past due 30 days after date of invoice. You may avoid a service charge or additional service charges upon payment at any time of the unpaid balance. All payment terms are subject to change based on credit review and approval.

6. Warranty

All installation work will meet or exceed all NEC, Federal, State and local codes that may apply. No performance warranty will be issued by Network Cabling Services. A one-year workmanship warranty will be issued on all installed materials from the date of acceptance.

7. Indemnity

The customer agrees to defend and indemnify Network Cabling Services from any and all third party claims, demands, actions, lawsuits liability, damages and/or costs, including reasonable attorney's fees and expert fees, arising out of or relating to Network Cabling Services work under this agreement or the Scope of Work under this agreement, regardless of the cause, including active or passive negligence of Network Cabling Services, the customer, or others, unless such claim, demand, action, lawsuit, liability, damage or cost is caused by the sole negligence of Network Cabling Services.

8. Attorneys' Fees

If Network Cabling Services is required to hire attorneys to collect amounts owed under this agreement, the customer agrees to reimburse Network Cabling Services for all attorneys' fees, expert fees and other legal expenses that it may incur to collect such amount.

9. Incorporation by Reference

Unless expressly agreed in writing otherwise, these Standard Terms and Conditions are a part of and hereby incorporated by reference, all proposals submitted by Network Cabling Services to the customer and any Credit Agreement signed by the customer, and all terms and conditions of any such proposals or Credit Agreements.

By signing this proposal, the signatory of this agreement warrant that they have the authority to enter into this contract and that they have read the above Standard Terms and Conditions and agree to abide by them.

ACCEPTED BY: _____



6.1 TERMS:

The STANDARD TERMS AND CONDITIONS of this proposal apply and are incorporated by reference. The parties agree that all disputes in anyway related to, arising out of, or connected with the sale of goods and/or services provided by Network Cabling Services shall be litigated if at all, exclusively in Harris County, Texas. Furthermore, the parties also agree that Texas law shall govern all such disputes.

The Customer agrees to pay:

- _____ Down (For Material Procurement & Mobilization)
- _____ Monthly Progress Billing
- _____ At Completion

Service charges listed below become effective on all accounts 30 days after the invoice date. Charges are computed at the lower of 1.5% per month or the maximum allowed by law.

Notice to Buyer: Do not sign this agreement before you read it in its entirety, or if it contains blank spaces. You are entitled to a copy of the agreement you sign. Keep this agreement to protect your legal rights.

Respectfully Submitted By:

Accepted By:

Network Cabling Services, Inc. _____

Authorized Signature:

Authorized Signature:

Mike Ellisor _____

Print Name:

Print Name:

Mike Ellisor, Estimator/Designer _____

Date:

Date:

October 15, 2021 _____

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Contract Number

DIR-CPO-4782

Contract Term Date: **06/07/23** ⓘ

Contract Expiration Date: **06/07/26** ⓘ

Vendor Information

[Network Cabling Services, Inc.](#)

Vendor ID: **1760672015300**

HUB Type: **Non HUB** ⓘ

RFO: **DIR-CPO-TMP-551**

Contract Status: **Active**

VENDOR CONTACT:

[Mark Veltri](#) ↗

Phone: (281) 484-1777

Fax: (281) 484-1776

[Vendor Website](#) ↗

DIR CONTACT:

[David Mallory](#) ↗

Phone: (512) 475-4770

Contract Overview

Network cabling Services, Inc. offers cabling installation services through this contract, including: telecommunication equipment, electrical equipment, cables, wires, and communication and media related services. This contract is only available for Zones 1, 2, 3, 4 and 5. Please see the Zone Cabling Map for areas covered. Customers can purchase directly through this DIR contract. Contracts may be used by state and local government, public education, other public entities in Texas, as well as public entities outside the state. Resellers are not available for this contract.

Contract Details & Ordering Information

Products & Services

[Commodity Codes](#)

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[How to Order](#)

[Resellers](#)

Products & Services

This contract offers the following products and services. Please contact the Vendor for the latest information.

- Cabling Services

MORE INFORMATION

[Vendor Website](#) ↗

Visit this Vendor's website to view the latest product, service, and pricing information.

Getting Started

Through our various program areas, DIR helps State Agencies, local government, and other organizations save money with the purchasing power of Texas.

1

Learn about the ways to [buy through DIR](#), [eligibility](#), and [tips for finding what you need](#).

2

[Search our 700+ contracts](#) to find one that offer the products or services you need.

3

Order from the Vendor. DIR's discounts are a starting point—negotiate further to save more! See [tips for procurement professionals](#).

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Network Cabling Services, Inc.

[Vendor Website](#)

View this Vendor's product, service and pricing information.

Vendor ID: **1760672015300**HUB Type: **Non HUB**

Vendor Information

Explore what this Vendor has to offer through the contracts listed below. Contracts are competitively bid, saving you time and money. For the latest pricing information and to negotiate further, please contact the Vendor through the information listed for each contract.

Note: Only Active contracts, where the vendor is a Prime or Reseller, will be displayed below. If there are no contracts, then this vendor does not have any active contracts with DIR and is not permitted to sell through DIR.

How to Contact

To contact this Vendor, select a Contract below to find the sales contact's information.

Vendor Contracts

This vendor offers products and services through the following active contracts.

PRIME VENDOR

This vendor is the prime for the following contracts. A Prime Vendor is the contract-holder.

Contract Number

[DIR-CPO-4782](#) | Network Cabling Services, Inc.

Network cabling Services, Inc. offers cabling installation services through this contract, including: telecommunication equipment, electrical equipment, cables, wires, and communication and media related services. This contract is only available for Zones 1, 2, 3, 4 and 5. Please see the Zone Cabling Map for areas covered. Customers can purchase

directly through this DIR contract. Contracts may be used by state and local government, public education, other public entities in Texas, as well as public entities outside the state. Resellers are not available for this contract.

RESELLER

This vendor is a reseller for the following contracts.

Contract Number

[DIR-TSO-4247](#) | Anixter, Inc.

Anixter, Inc. offers Data Storage, Data Communication products and Networking equipment through this contract. This contract offers a wide variety of products. Contracts may be used by state and local government, public education, other public entities in Texas, as well as public entities outside the state. DIR has exercised the automatic renewal option for this Contract. This renewal extends the contract through 09/24/2022.

Contract Number

[DIR-TSO-4359](#) | Graybar Electric Company, Inc.

Graybar Electric Company, Inc., offers Data Storage, Data Communication products and Networking equipment through this contract. This contract offers various products and related services. Contracts may be used by state and local government, public education, other public entities in Texas, as well as public entities outside the state. Resellers are available on this contract.

EXPIRED

Contract Number

[DIR-TSO-3453](#) | Anixter, Inc.

Anixter, Inc. offers surveillance and security products. Various brands are available under the contract. There are resellers available on this contract. Customers can purchase directly through this DIR contract.

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MINUTE ORDER

To: Board of Trustees
From: Dr. Warren Nichols, President
Date: October 13, 2021
Subject: Monthly Financial & Investment Reports

AGENDA ITEM DESCRIPTION:

Consideration of and possible acceptance of the September 2021 Investment and Financial Reports.

PURPOSE

To report to the Board of Trustees the year-to-date revenues and expenses for the college, comparison of revenues and expenses to budget, and the college's current cash balance.

FUNDING SOURCE:

N/A

PROPOSED MOTION:

Suggested motion: "I move the Board of Trustees accept the September 2021 Investment Report and the September 2021 Financial Reports."

BACKGROUND

The investment officer shall prepare and submit to the Board a written report of investment transactions for all funds covered by the PFIA under Education Code 51.0032 and Government Code 2256.023.

In accordance with COM policy CDA (LOCAL) – Periodic financial reports shall be submitted to the Board outlining the progress of the budget to that date and reporting on the status of all District funds and District accounts.

ATTACHMENTS

1. September 2021 Investment Discussion & Report
2. September 2021 Revenue & Expense Summary
3. September 2021 Expense by Division Report



INVESTMENT REPORT
For the Month Ended September 2021

Investment discussion:

College of the Mainland earned \$2,113 for the month of September on its short-term investments in TexPool & Logic for a total of \$2,113 investment interest earned fiscal year to date. The College earned an additional \$1.00, fiscal year to date, from interest-bearing checking accounts. In total, the College earned \$2,114 interest for the fiscal year to date period ending August: TexPool - \$425, Logic 20 - \$1,688, and TFB - \$1.

Investments in the TexPool & Logic investment pools remain more profitable than fixed rate certificate of deposits purchased at our depository bank. In addition, the investment pool provides more efficient liquidity than certificates of deposit, which are restricted to specific term lengths. Therefore, all investment funds remain in TexPool, Logic and interest earning checking accounts.

Investment Compliance Statement:

We provide reasonable assurance that the attached listing constitutes all investments currently owned by the College of the Mainland District as of the date indicated and that all these investments and investing procedures conform to the "Public Funds Investment Act" as amended by House Bill 2459 of the 74th Texas Legislature.

Furthermore, these same investments are in compliance with College of the Mainland's investment policy and strategy as adopted by the College of the Mainland's Board of Trustees.

A handwritten signature in blue ink, appearing to read 'Clen Burton', written over a horizontal line.

Clen Burton
Vice President of Fiscal Affairs
College of the Mainland

A handwritten signature in blue ink, appearing to read 'Trudy Trochesset', written over a horizontal line.

Trudy Trochesset
Controller
College of the Mainland



TexPool Investments for September 2021.

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
Operating	11	\$ 19,845,073	\$ -	\$ 4,050,000	425	15,795,498	18,618,421	0.027%
Moody	41	26,600	-	-	1	26,601	26,600	0.031%
Totals		\$ 19,871,674	\$ -	\$ 4,050,000	\$ 425	\$ 15,822,099	\$ 18,645,021	

Note: For the above listed investments in TexPool, book value is equivalent to market value.
There was no accrued interest as of September 2021.

Logic (Hilltop Securities) Investments for September 2021.

Investment	COM Fund	Balance Beginning of Month	Increases	Decreases	Interest Earned	Balance End of Month	Average Balance	Annualized Average Interest Rate
COM Bond 2020	46	\$ 58,703,182	\$ -	\$ 5,705,504	1,688	52,999,366	56,376,076	1.000%
Totals		\$ 58,703,182	\$ -	\$ 5,705,504	\$ 1,688	\$ 52,999,366	\$ 56,376,076	
Totals		\$ 78,574,856	\$ -	\$ 9,755,504	\$ 2,113	\$ 68,821,464	\$ 75,021,098	

Unrestricted Fund (Unaudited)

Summary of Revenue

	<u>Current Actual</u>	<u>2021-22 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Operating revenue						
Tuition-credit	(2,208,530)	(4,127,440)	(1,918,910)	54%	(2,283,982)	75,453
Tuition-non-credit	(185,946)	(1,044,100)	(858,154)	18%	(136,510)	(49,436)
Exemptions and waivers	619,893	1,108,300	488,407	56%	710,153	(90,259)
Registration fees	(1,010,674)	(1,789,500)	(778,826)	56%	(1,009,058)	(1,616)
Other fees	(22,603)	(137,000)	(114,397)	16%	(33,156)	10,553
Grant revenue	(8,617)	(66,000)	(57,383)	13%	(4,425)	(4,192)
Sales and service revenue	(17,012)	(432,400)	(415,388)	4%	923	(17,934)
Miscellaneous revenue	(11,991)	(109,100)	(97,109)	11%	(45,136)	33,145
TPEG transfer in/out	0	202,500	202,500	0%	0	0
<u>Totals for Operating revenue</u>	<u>(2,845,479)</u>	<u>(6,394,740)</u>	<u>(3,549,261)</u>	<u>44%</u>	<u>(2,801,192)</u>	<u>(44,287)</u>
Non-operating revenue						
State appropriation-Academic	(797,898)	(6,649,121)	(5,851,223)	12%	(784,203)	(13,695)
Property tax revenue	(84,381)	(22,539,139)	(22,454,758)	0%	(108,913)	24,532
Interest revenue	(425)	(350,000)	(349,575)	0%	(1,521)	1,096
FTZ reimbursement	0	(350,000)	(350,000)	0%	0	0
Renew & replace transfer out	0	1,783,000	1,783,000	0%	0	0
<u>Totals for Non-operating revenue</u>	<u>(882,704)</u>	<u>(28,105,260)</u>	<u>(27,222,556)</u>	<u>3%</u>	<u>(894,637)</u>	<u>11,934</u>
<u>Total Revenue</u>	<u>(3,728,183)</u>	<u>(34,500,000)</u>	<u>(30,771,817)</u>	<u>11%</u>	<u>(3,695,830)</u>	<u>(32,353)</u>

Unrestricted Fund (Unaudited)

Summary of Expense

	<u>Current Actual</u>	<u>2021-22 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Salary and wages						
Faculty full-time	600,600	7,781,351	7,180,751	8%	614,667	(14,067)
Admin full-time	134,490	1,587,756	1,453,266	8%	130,215	4,274
Professional full-time	597,580	7,149,962	6,552,382	8%	554,827	42,753
Classified full-time	316,297	3,871,848	3,555,551	8%	317,202	(906)
Part-time	15,013	3,771,925	3,756,912	0%	8,242	6,771
Salary increase	0	220,000	220,000	0%	0	0
Vacancy savings	0	(3,704,027)	(3,704,027)	0%	0	0
Totals for Salary and wages	<u>1,663,980</u>	<u>20,678,815</u>	<u>19,014,835</u>	<u>8%</u>	<u>1,625,154</u>	<u>38,826</u>
Benefits						
Benefits	459,304	4,176,934	3,717,630	11%	462,225	(2,920)
Totals for Benefits	<u>459,304</u>	<u>4,176,934</u>	<u>3,717,630</u>	<u>11%</u>	<u>462,225</u>	<u>(2,920)</u>
Operating expenses						
Contract services	559,705	3,171,284	2,611,579	18%	640,872	(81,168)
Legal	0	12,485	12,485	0%	0	0
Operations	2,351	765,942	763,591	0%	60,370	(58,019)
Utilities and Rent	72,872	2,016,246	1,943,374	4%	112,853	(39,981)
Postage, printing, and supplies	77,652	1,342,017	1,264,365	6%	17,053	60,599
Bank fees	1,078	84,000	82,922	1%	1,828	(750)
Capital outlay & leases	4,833	56,503	51,670	9%	396	4,437
Insurance	12,491	1,846,069	1,833,578	1%	21,348	(8,857)
Public relations and advertising	350	270,513	270,163	0%	0	350
Misc.	88,262	382,634	294,372	23%	90,906	(2,644)
Reimbursement from Others	0	(303,442)	(303,442)	0%	0	0
MTN Payment	0	0	0	0%	0	0

Unrestricted Fund (Unaudited)

<u>Totals for Operating expenses</u>	<u>819,593</u>	<u>9,644,251</u>	<u>8,824,658</u>	<u>8%</u>	<u>945,626</u>	<u>(126,033)</u>
<u>Total Expense</u>	<u>2,942,878</u>	<u>34,500,000</u>	<u>31,557,122</u>	<u>9%</u>	<u>3,033,004</u>	<u>(90,127)</u>

Unrestricted Fund (Unaudited)

Summary of Fund Bal

	<u>Current Actual</u>	<u>2021-22 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Operating expenses						
Contract services	7,497	0	(7,497)	0%	57,595	(50,098)
Operations	5,059	0	(5,059)	0%	0	5,059
Utilities and Rent	1,691	0	(1,691)	0%	0	1,691
Postage, printing, and supplies	0	0	0	0%	420,809	(420,809)
<u>Totals for Operating expenses</u>	<u>14,247</u>	<u>0</u>	<u>(14,247)</u>	<u>0%</u>	<u>478,404</u>	<u>(464,157)</u>
<u>Total Fund Bal</u>	<u>14,247</u>	<u>0</u>	<u>(14,247)</u>	<u>0%</u>	<u>478,404</u>	<u>(464,157)</u>

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2021-22 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<u>Expense by Division</u>						
<u>Summary for President</u>						
Board of Trustees	0	19,400	19,400	0%	1,250	(1,250)
Campus Police	63,756	661,026	597,270	10%	63,031	725
Gen Institution	38,236	293,419	255,183	13%	25,056	13,180
Information Technology Serv	611,453	2,146,605	1,535,152	28%	528,929	82,525
Internal Audit	0	150,000	150,000	0%	0	0
OPEAR	32,069	446,468	414,399	7%	57,606	(25,537)
Presidents Office	51,175	517,346	466,171	10%	49,137	2,038
Self Study SACS	0	10,000	10,000	0%	0	0
Staff Attorney	21,484	166,939	145,455	13%	14,481	7,004
Totals for President	<u>818,173</u>	<u>4,411,203</u>	<u>3,593,030</u>	<u>19%</u>	<u>739,489</u>	<u>78,684</u>
<u>Summary for VP Fiscal Affairs</u>						
Central Mail	8,404	115,132	106,728	7%	8,660	(255)
Custodial Services	30,060	303,821	273,761	10%	22,586	7,473
Facilities	128,972	4,099,588	3,970,616	3%	224,832	(95,860)
Financial Services	79,936	798,933	718,997	10%	74,293	5,643
Grounds	5,007	109,800	104,793	5%	9,314	(4,307)
Human Resources	53,158	661,555	608,397	8%	46,543	6,615
Maintenance Tax Note	0	0	0	0%	0	0
Purchasing	23,439	273,965	250,526	9%	22,716	724
Records Mgmt	2,467	20,952	18,485	12%	87	2,380
Reimbursement	0	(303,442)	(303,442)	0%	0	0
Salary Savings	0	(3,704,027)	(3,704,027)	0%	0	0
Staff Benefits	90,572	4,396,934	4,306,362	2%	100,757	(10,184)
Tax Admin	0	232,631	232,631	0%	46,213	(46,213)

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2021-22 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Utilities	0	1,125,000	1,125,000	0%	3,228	(3,228)
Vehicle Operations	6,843	96,893	90,050	7%	5,523	1,320
VP College & Fin Svcs	16,820	179,147	162,327	9%	27,569	(10,748)
<u>Totals for VP Fiscal Affairs</u>	<u>445,678</u>	<u>8,406,882</u>	<u>7,961,204</u>	<u>5%</u>	<u>592,320</u>	<u>(146,641)</u>
<u>Summary for VP Institutional Advancement</u>						
COM Foundation Dept	16,980	102,507	85,527	17%	16,213	767
Marketing and Communications	71,544	822,784	751,240	9%	51,125	20,419
VP Institutional Advancement	59,456	525,684	466,228	11%	57,155	2,301
<u>Totals for VP Institutional Advancement</u>	<u>147,981</u>	<u>1,450,975</u>	<u>1,302,994</u>	<u>10%</u>	<u>124,493</u>	<u>23,488</u>
<u>Summary for VP Instruction</u>						
Acad Succ Re/Wr	65,596	752,735	687,139	9%	65,066	531
Accting-Credit	6,240	113,468	107,228	5%	11,406	(5,166)
Adm-C.I.D.T.	5,598	69,422	63,824	8%	5,588	10
Adm-Cont Ed	28,759	515,873	487,114	6%	46,208	(17,449)
Adm-Ind Tech	707	8,000	7,293	9%	0	707
Adm-Instruct	5,379	72,382	67,003	7%	5,371	8
Adm-Perf & Vis Arts	2,984	61,196	58,212	5%	6,735	(3,751)
Adm-Pub Svc Ed	6,620	64,640	58,020	10%	5,064	1,556
Adm-Science	4,288	9,600	5,312	45%	2,738	1,549
Adm-Soc Sci	6,804	74,201	67,397	9%	6,056	748
Adult Education	19,284	189,750	170,466	10%	18,870	414
Allied Health CE	18,804	330,156	311,352	6%	25,551	(6,747)
Art	20,362	214,944	194,582	9%	19,959	403
Art Gallery	4,847	51,442	46,595	9%	4,720	128
Biol & Nutrition	64,321	586,999	522,678	11%	57,082	7,239
Bus Tech	0	0	0	0%	0	0
C.I.S.	6,168	65,810	59,642	9%	6,299	(130)

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2021-22 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
Chemistry	14,030	216,184	202,154	6%	14,046	(16)
Child Develop	6,733	61,560	54,827	11%	6,724	9
Cmnty Theater	24,766	275,021	250,255	9%	35,000	(10,234)
Collegiate H.S.-CR	14,077	137,638	123,561	10%	13,833	244
Cosmetology	51,762	529,812	478,050	10%	47,416	4,345
Criminal Justice	6,873	77,798	70,925	9%	7,859	(986)
Dean Cont Ed	11,854	9,745	(2,109)	122%	0	11,854
Dean Gen Ed	16,828	179,968	163,140	9%	16,761	67
Distance Ed	45,594	392,437	346,843	12%	93,249	(47,655)
Drafting	5,666	58,728	53,062	10%	5,660	6
Dual Credit Dept	14,399	157,570	143,171	9%	13,811	588
Economics	7,211	67,170	59,959	11%	6,857	355
EMS-Credit	15,853	174,929	159,076	9%	15,602	251
Fire Tech	7,874	126,938	119,064	6%	7,220	654
Firearms Acad	0	39,950	39,950	0%	0	0
Foreign Lang	6,151	61,560	55,409	10%	6,150	2
Gen Bus-Credit	12,770	56,761	43,991	22%	5,984	6,786
Geology	5,467	58,136	52,669	9%	5,257	210
Government	27,810	253,253	225,443	11%	26,901	908
Graphic Arts	6,458	64,535	58,077	10%	6,456	2
Health and PE Credit	12,584	118,611	106,027	11%	12,570	14
Health Info Mgmt	18,429	176,561	158,132	10%	12,971	5,459
Hist & Geog	19,439	213,762	194,323	9%	19,284	154
Humanities	19,594	175,199	155,605	11%	18,870	724
Instr Tech Department	14,062	224,855	210,793	6%	19,427	(5,365)
Instr Tech Lab Mgrs	13,943	135,607	121,664	10%	13,339	604
Law Enforcement	4,139	73,287	69,148	6%	3,569	570
Law Enforcemnt-NonCR	3,579	1,300	(2,279)	275%	3,569	10

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2021-22 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
LC Ctr Admin	0	20,800	20,800	0%	0	0
Library	78,062	613,172	535,110	13%	85,816	(7,753)
Management	0	775	775	0%	3,488	(3,488)
Massage Therapy	0	7,900	7,900	0%	0	0
Math	61,138	676,744	615,606	9%	58,244	2,894
Medical Assistant	6,291	89,321	83,030	7%	5,892	400
Music	22,536	230,283	207,747	10%	29,276	(6,741)
Networking	5,228	60,154	54,926	9%	4,810	418
Nursing Administration	28,894	365,316	336,422	8%	28,111	783
Nursing-AD	100,580	1,402,704	1,302,124	7%	99,725	854
Nursing-VN	28,706	236,471	207,765	12%	31,663	(2,956)
Pharmacy Tech	7,975	81,991	74,016	10%	7,608	367
Philosophy	2,328	0	(2,328)	0%	2,322	6
Physics	7,023	73,262	66,239	10%	7,167	(144)
Process Tech	36,231	472,283	436,052	8%	51,167	(14,936)
Prof Develop Acad	0	9,000	9,000	0%	0	0
Psychology	29,246	304,301	275,055	10%	29,977	(731)
Safety-CR	9,286	118,818	109,532	8%	9,331	(45)
Senior Adult Dept	18,292	198,569	180,277	9%	17,267	1,026
Social Science Non CR	2,328	0	(2,328)	0%	2,322	6
Sociology	5,669	55,951	50,282	10%	5,661	8
Speaking,Reading,Writing	27,034	500,361	473,327	5%	30,993	(3,959)
Theater Arts-Credit	9,124	145,633	136,509	6%	3,655	5,469
Thermal Tech-NonCR	63	27,450	27,388	0%	0	63
Virtual College TX	0	0	0	0%	1,120	(1,120)
VP Instruction	39,176	3,187,729	3,148,553	1%	22,773	16,403
Welding-Cred	27,323	486,722	459,399	6%	34,297	(6,974)

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2021-22 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<u>Totals for VP Instruction</u>	<u>1,227,240</u>	<u>16,665,203</u>	<u>15,437,963</u>	<u>7%</u>	<u>1,297,782</u>	<u>(70,542)</u>
<u>Summary for VP of Instruction</u>						
Allied Health Admin	776	12,000	11,224	6%	0	776
CE-CAN Program	6,238	73,386	67,148	9%	0	6,238
CE-CPR	0	2,310	2,310	0%	0	0
CE-Dental	0	10,656	10,656	0%	0	0
Nursing - BSN	0	7,545	7,545	0%	0	0
Program Development	7,887	21,265	13,378	37%	0	7,887
<u>Totals for VP of Instruction</u>	<u>14,901</u>	<u>127,162</u>	<u>112,261</u>	<u>12%</u>	<u>0</u>	<u>14,901</u>
<u>Summary for VP Student Services</u>						
Admissions	30,952	311,289	280,337	10%	29,395	1,557
Advise Center	64,006	636,378	572,372	10%	58,676	5,331
Career & Placement	7,366	106,338	98,972	7%	0	7,366
Career Svcs	0	0	0	0%	0	0
Counseling	0	0	0	0%	0	0
Enrollment Mgmt	8,226	155,280	147,054	5%	3,750	4,477
Facilities & Student Recreat	413	116,140	115,727	0%	0	413
Judicial Affairs	17,880	179,402	161,522	10%	17,180	701
Multicultural Department	0	12,500	12,500	0%	0	0
Recruitment	33,264	362,592	329,328	9%	33,497	(233)
Stu Financial Svcs	45,589	546,212	500,623	8%	35,113	10,476
Stu Organizations	23,085	279,739	256,654	8%	22,722	363
Student Graduation	0	74,080	74,080	0%	0	0
Svcs-Disab Students	3,869	36,021	32,152	11%	5,351	(1,482)
Testing	16,725	233,384	216,659	7%	19,622	(2,896)
Veteran Affairs	12,653	109,175	96,522	12%	12,636	18
VP Student Services	24,875	280,045	255,170	9%	40,980	(16,105)

Unrestricted Fund (Unaudited)

	<u>Current Actual</u>	<u>2021-22 Budget</u>	<u>Budget Remaining</u>	<u>Budget Pct.YTD</u>	<u>Prior Year to Actual</u>	<u>Curr. vs Prior Year to Year</u>
<u>Totals for VP Student Services</u>	<u>288,905</u>	<u>3,438,575</u>	<u>3,149,670</u>	<u>8%</u>	<u>278,921</u>	<u>9,984</u>
<u>Totals for Expense</u>	<u>2,942,878</u>	<u>34,500,000</u>	<u>31,557,122</u>	<u>9%</u>	<u>3,033,004</u>	<u>(90,127)</u>
Fund Bal by Division						
Summary for VP Fiscal Affairs						
Fund Balance - Institutional Support	6,750	0	(6,750)	0%	57,595	(50,845)
Fund Balance - Instruction	0	0	0	0%	419,767	(419,767)
Fund Balance - Oper & Maint	0	0	0	0%	1,041	(1,041)
Fund Balance - Student Services	7,497	0	(7,497)	0%	0	7,497
<u>Totals for VP Fiscal Affairs</u>	<u>14,247</u>	<u>0</u>	<u>(14,247)</u>	<u>0%</u>	<u>478,404</u>	<u>(464,157)</u>
<u>Totals for Fund Bal</u>	<u>14,247</u>	<u>0</u>	<u>(14,247)</u>	<u>0%</u>	<u>478,404</u>	<u>(464,157)</u>
<u>Totals for Report</u>	<u>2,957,124</u>	<u>34,500,000</u>	<u>31,542,876</u>		<u>3,511,408</u>	<u>(554,284)</u>

Monthly Financial Report

Cash Situation

- Cash balance at the end of month was: \$18.6 million
- Minimum required cash : \$ 7.1 million
- Excess cash above minimum: \$11.5 million

Unaudited Operations Year to Date

- Revenues: Budget: \$34.5 million
Actual: \$3.7 million
- Expense: Budget: \$34.5 million
Actual: \$2.9 million
(8% Spent at 8% of year)



PRESIDENT'S OFFICE

Board Report

Presenter: Board Chair

A. Miscellaneous Updates



PRESIDENT'S OFFICE

President's Report

Presenter: Dr. Warren Nichols

A. Updates

1. Austin Commercial – Our STEAM Building is a finalist for a 21st Annual Excellence in Construction Award
2. COM Police Department Building will be ready for move in the 2nd week of November

B. Reminders/Announcements

1. Naming Ceremony for the Administration Building to take place at the conclusion of this meeting
2. COM Holiday Reception – Wednesday, December 1st, 3:30 p.m., COM Conference Center
3. Board Meetings
 - a. November – no meeting planned at this time.
 - b. December – Tuesday, December 7th, 1:30 p.m.
4. Fall Graduation
Saturday, December 11th, Virtual Event

C. Resignations and Retirement Report

D. Miscellaneous Updates



PRESIDENT'S OFFICE

Resignations & Retirements

Last Name	First Name	Position	Hire Date	Last Date of Work	Termination Reason
Johnson	Gregory	Professor – Chemistry	01/02/1996	10/10/2021	Deceased
Bridges	Doreen	College Connections Advisor	07/01/2014	10/15/2021	Resignation



PRESIDENT'S OFFICE

Executive Session

If, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Sections 551.071, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.071 – For the purpose of a private consultation with the Board's attorney on any or all subjects or matters authorized by law.

Section 551.072 – For the purpose of discussing the purchase, exchange, lease or value of real property.

Section 551.073 – For the purpose of considering a negotiated contract for a prospective gift or donation.

Section 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

Section 551.076 – To consider the deployment, or specific occasions for implementation, of security personnel or devices.

Section 551.082 – For the purpose of considering discipline of a student or to hear a complaint by an employee against another employee if the complaint or charge directly results in a need for a hearing.

Section 551.084 – For the purpose of excluding a witness or witnesses from a hearing during examination of another witness.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.